Motorola Phone Tools

User's Manual

Contents

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Screen Shots

The screen shots in this guide correspond to the use of Motorola Phone ToolsMotorola Phone Tools in a Windows XP environment. When running the application in other Windows operating systems, the aspect of the screens may change. This will not impair the software's functionality.

The image you see may be different depending on phone model.

Minimum system requirements

This application runs under Windows® 98, 2000, Millennium, or XP. To obtain information about other operating systems and upgrades, contact Avanquest Software or your dealer.

For optimal application performance, make sure your system includes the following:

- Pentium® II 233 MHz computer connected to your mobile phone (via a cable or an infrared link).
- Available USB port.
- Sound card.
- Hard disk with 120 MB free disk space.
- High-speed network option (GPRS, CDMA 1X and WCDMA) in your subscription with your mobile phone operator (for using e-mail and a high-speed Internet connection over the cell phone network).
  Contact your access provider if you need more information about your subscription.
- Minimum RAM requirements: 32 MB under Windows® 98 and Millennium; 64 MB under Windows® 2000 and XP.

Contacts

Corporate Headquarters
Motorola, Inc.
Consumer Advocacy Office
1307 East Algonquin Road
Schaumburg, IL 60196

Sales

To obtain product information, order an upgrade, or obtain a list of dealers and points of sale, call us at the following number: +1 800-331-6456.

You can also get information at the following address:

http://www.hellomoto.com

Technical support

Technical support information for Motorola Phone Tools is available on the Avanquest Software Web site:

http://www.bvrp.com/customers/motorola/

To obtain telephone numbers and e-mail addresses, click on Contact us at the top of the Web page.

Websites

Please visit our Websites to obtain the latest information on our products and available upgrades: http://www.hellomoto.com and http://www.avanquest.com.

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Chapitre 1 : Motorola Phone Tools

Overview

Introduction

This application enables you to share the information contained in your mobile phone with your computer.

Once your mobile phone is connected to your computer, different operations can easily be processed. These operations are organized in different sections that can be accessed via the left panel: *Personal Data*, *Communicate*, *Transfer Files*, *Customize* and *Moto Online*.

Personal Data

- *Contacts*: Manually manage or edit your contacts on your phone and PC.
- *Calendar*: Manually manage or edit your appointments on your phone and PC.
- *Synchronization*: Synchronize your PC contacts and calendar with your phone. The application works with Outlook, Outlook Express or Lotus Notes.
- *Backup/Restore*: Backup or restore your phone's Contact and Calendar data at any time.
- *Phonebook Transfer*: Transfer mobile phonebook to another phone.

Communicate

- *SMS*: Compose, receive and manage your text messages.
- *MMS*: Compose multimedia messages with pictures, sounds and titles and send them to your friends.
- *Internet*: Connect to the Internet using your phone as a modem and manage your internet connections.

Transfer Files

- **Pictures:** Transfer your pictures between your phone and your PC.
- **Audio Files:** Transfer your music between your phone and your PC.
- **Video Files:** Transfer your videos between your phone and your PC.
- **All Files:** Transfer all types of files between your phone and your PC.

Customize

You can edit melodies or pictures, create and/or edit movies and transfer them to your mobile phone:

- **Image Editor:** Edit pictures and use them as wallpapers and screensavers on your mobile phone.
- **Melody Editor:** Edit your favorite music files or audio CD tracks and use them as ringtones on your mobile phone.
- **Video Editor:** Compose videos with sound and titles and transfer them to your mobile device

Moto Online

More online information about Motorola, accessories and Motorola Phone Tools support.

Note:
You need to have an Internet connection to access it.

Manage Profiles

Each time you start the application you are prompted to select or create a new profile, you can also define a default profile. All the user's information such as contacts' details, calendar events, sent and received SMS etc. are associated to a profile, thus, the application can be used by different users.

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Select a profile

1. Deploy the **Profile** list box, and select the profile you want to use.
2. Click **OK** to launch the application using the selected profile.

Create a profile

1. Click the **New** button.
    The *New Profile* window is displayed
2. Enter the name of the new profile and click **OK**.
    The window closes and the new profile is selected in the *Profile* list.
3. Click **OK** to launch the application using the new profile.

Set a default profile

1. Select a profile from the pulldown menu.
2. Click the **Options >>** button.
3. In the Options section, check the Define as default profile box.
    The *Choose a profile* dialog box won't be displayed any more.

Enable the Profile selection again

1. From the **Tools** menu, select **Setup** > **General Setup**....
    The *General Setup* window is displayed.
2. Select the Miscellaneous tab.
3. In the *At start time* section, check the **Request which profile to use** radio button.

Change the application view

You can customize your application and switch from the default view to the phone view.

From the application default view, click [image] at the bottom right-hand corner.
The phone view is displayed. You can access all functions from the right panel.

Note:
The phone view depends on the phone connected.

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Chapter 2: Setup the Application

Access General Setup

From the select **Tools** menu, select **Setup > General Setup....**

The *General Setup* window is displayed.

Various tabs allows you to setup the application:

- "Change the general color"
- "Update the application"
- "Set up profiles at start time"

Change the general color

Important!
The availability of some features described in this help depends on your software version.

1. "Access General Setup"

2. Click the **Themes** tab.

3. Select the color you want to be displayed in the application.

4. Click the **OK** button to validate.

Update the application

Configure the Update

1. "Access General Setup"

2. Click the **Application update** tab.

3. Click the **Settings** button.
    The *Update Configuration* windows displays.

4. Select one of these modes:

    -> **Automatic:**

    • Updating is automatic and takes place with the frequency specified in the Check updates every dropdown list. Your application is updated silently.

    • Check the **Use the Wizard for downloading updates** box to automatically launch the Update Wizard with the frequency you have decided.

    -> **Manual:**

    • Updating is manual.

Note:
By default the Enable using the product while downloading box is checked. If you want the product disable while downloading updates, uncheck the box

5. Click the **OK** button to validate.

Launch the Motorola Live Update

1. "Access General Setup"

2. Click the **Application update** tab.

3. Click the **Update** button. The Motorola Live Update displays.
    Then, follow the instructions of the wizard.

4. Click the **OK** button to validate.

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Set up profiles at start time

Important!
The availability of some features described in this help depends on your software version.

1.   "Access General Setup"

2.   Click the **Miscellaneous** tab.

3.   In the **At start time** section, choose if you want the *Choose a profile* dialog box to be displayed at start time in order to select a profile from different profiles you would have defined earlier, or if you want to always use the current default profile. This means that the *Choose a profile* dialog box will not be displayed anymore until further modifications.

4.   Click the **OK** button to validate.

Chapter 3 : Personal Data

Personal Data enables you to simply and efficiently manage your Contacts and your Calendar. Thus you can edit contacts and appointments, and transfer them on your mobile phone.

In addition, you can synchronize your PC contacts and calendar with your phone, backup or restore your phone's Contact and Calendar data at any time, or transfer phonebook phone to another phone.

Access Personal Data

From the left panel, click **Personal Data** button then click the section you want to access:

- "Contacts"
- "Calendar"
- "Synchronization"
- "Backup and Restore your data"
- "Phonebook Transfer"

Contacts

Overview

Contacts is a handy location to store details of your contacts, so you can use them when preparing a transmission.

The application enables you to display your PC Contacts and your mobile phone Contacts in the same window in order to make synchronization easier.

Features described in this help will help you organize contact details in the way that best suits your needs.

A standard view and a synchronization view are available:

Standard View Window layout

Contacts window is organized in four sections:

- The menu bar and file management toolbar (which includes the options of the most frequently used menus).
  See below for further details.
- The left panel displays the tree of the groups for the current Contents.
- The top right section displays the contact list for the current Contents and its "Perform a fast search".
- The bottom right section displays the details for the contact selected in the contacts list.

Synchronization View Window layout

When you access the *Synchronization view*, the application reads the contacts contained in your mobile phone.

The Contacts *Synchronization view* enables you to display the application Contacts and your mobile phone Contacts in the same window in order to make synchronization easier.

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For further information, refer to the following topics:

"Access Contacts Synchronization view".

"Use Contacts Synchronization view".

Manage Phonebooks

Create a phonebook

In order to easily access the contact details, it may be helpful to create several phonebooks, one for each type of contact. For example, you can create a phonebook specifically for your business contacts plus a personal phonebook.

1. In the menu bar, select **File > New**. The *New Phonebook* window is displayed.

a. Enter the phonebook name and specify the drive and folder you want to save it in.
Application phonebook files are automatically given the *.MDB* extension.

b. Click **Save**.

Open an existing phonebook

1. In the menu bar, select **File > Open....** The *Open Phonebook* window is displayed.

2. Select the type of phonebook you want to open in the *Phonebook types* zone.
The **Filename** field displays the name of the phonebook by default.

3. If you want to change the default phonebook, click the 📁 button.
The *Open a Phonebook* window is displayed and enables you to search for a phonebook.

4. Click the Open button.
The selected phonebook becomes the current phonebook: it is opened as the default phonebook each time you access Contacts.

Note
If the phonebook you are opening has not been created in the application, it is likely that its structure is different from that of a phonebook created in the application. You therefore need to "Match fields between an external phonebook and the application Phonebook" *in the file you have opened with those of the application's phonebook. If some fields in the phonebook are not listed in the structure of the file you have opened, they will appear grayed out.*

Delete a phonebook

1. "Open an existing phonebook" if you want to delete.

2. In the menu bar, select **File > Open.**
The *Open Phonebook* window is displayed.

3. In the *Current file* field, take note of the phonebook path (**.mdb** format).

4. Use Windows Explorer to locate and delete the desired phonebook.

Match table window

Microsoft Outlook PST files, Microsoft Exchange PAB files, Microsoft Outlook Express WAB files and Lotus Notes NSF files have a different structure to those of the application's phonebooks (.mdb extension). Therefore, when you open one of these files in the Phonebook, you need to match the fields in it with those of the Phonebook itself. This window enables you to perform this matching.

The *Tabs* section enables you to select the tab of the contact for which you wish to perform the matching.

The *Phonebook field* list displays all fields available in the phonebook for the selected tab.

The *External phonebook fields* list displays all fields available in the external phonebook.

The **Default** button enables you to directly accept the match table suggested by the application. You can, however, set your own matches (see "Match fields between an external phonebook and the application Phonebook".)

Match fields between an external phonebook and the application Phonebook

Note
This option is only available for MS Outlook, Outlook Express, Microsoft Exchange and Lotus Notes phonebooks.

1. In the menu bar, select **Options > Match table.**
   The *Match table* window is displayed.

Note
You can also access this window via the **Phonebook exchange settings** *window.*

2. The application suggests a default match table.
   The names of fields common to both phonebooks are displayed in red. If no match has been found, *None* (the first word in the *External phonebook field* list) is displayed in red.

3. To accept the default match table, click the **Default** button.

4. If the match table suggested by the application is not appropriate, you can match phonebook fields yourself.
   To do this, proceed as follows:

   a. In the *Tabs* scrolling list (*Business*, *Full Name*, *Home*, etc.), select the tab containing the Phonebook fields you wish to match. The fields for the selected tab are displayed in the *Phonebook field* list. All fields contained in the external phonebook are displayed in the *External phonebook field* list.

   b. In the *Phonebook field* list, click the field you want to match.

   c. In the *External phonebook field* list, click the external phonebook field name you want to match to the previously selected field.

   d. Click **Assign**.

5. Repeat steps **a.** through **d.** for each field.

6. Click **OK** once all matches have been made correctly.

Manage Contacts

Create a contact

1. Click the **New** button.

2. Enter your contact details. Fill out at least one of the following fields: *Title*, *First name*, *Middle name* or *Last name*, other fields are optional.

3. To enter contact phone numbers:

    a. Select the *Business* or *Home* tab.

    b. Click the ▼ button, select the name that matches type of number (Fax, for example, if it is a fax number), and enter the number.

    c. Do the same for all the numbers you use to contact this contact. In the list of names for the various number types, a check mark ✔ appears next to each type of number that has been filled out already.

4. Click the **Save** button.

Select contacts

Select a single contact

• Click the contact or move up and down the list until you reach the desired contact using the arrow keys on your keyboard.
  The selected contact is highlighted.

Its content is displayed in the *Full Name*, *Business*, *Home*, etc. tabs.

Select multiple contact

• If the contacts you want to select are not next to one another in the list, hold down the **[CTRL]** key and click each contact.

• If the contacts you want to select are next to each other, hold down the **[SHIFT]** key, click the first and last contacts of a block.

Select all contacts

- In the menu bar, select **Edit > Select all contacts** or use the **Ctrl+A** keys.
  Selected contacts can then be copied to a group list folder using drag-and-drop.

Edit a contact

1. Select the contact you want to change in the phonebook contact list. The contents of the selected contact are displayed in the lower part of the window.

2. Make the modifications directly in the fields you want to change.

3. Click the **Save** button.

Delete a contact

1. Select the contact you want to delete from the list of phonebook contacts.

2. Click the **Delete** button. The selected contact is placed in the *Recycle Bin*.

Warning!
The **Recycle bin** *option is not available if you are using an MS Outlook, Outlook Express or Microsoft Exchange phonebook. In which case, the deletion of a contact cannot be undone.*

Restore a deleted contact

Deleted contacts are stored in the *Recycle bin*. You can restore them as long as you do not have emptied the *Recycle bin*.

1. Select the *Recycle bin* folder in the *Group list* panel.

2. Select the contact(s) you want to restore.

3. Right-click the selected contact(s) and select the **Restore** option in the menu that is displayed.

Warning!
The **Recycle bin** *is not available if you are using an MS Outlook, Outlook Express or Microsoft Exchange phonebook. You will not, therefore, be able to restore deleted contacts.*

Copy contacts to a folder

1. Select the contacts you want to copy.

2. Drag the selected contacts and drop them into the folder of your choice.
   You can also use the **Copy/Paste** functions from the **Edit** menu.

Note
When editing the copy of a contact, the original contact is automatically updated and vice-versa.

Print contacts

1. In the menu bar, select **File > Print.**
   The *Print Setup* window is displayed.

2. Select the *Layout* tab.

3. Check the current printer in the *Default printer* field.
   Click the **Printers** button if you want to use a different one.

4. Specify the print range:

   • **Current group**: all contacts of the selected group (or folder) are printed.

   • **Current contact**: only the selected contact is printed.

5. Enter the size in centimeters of the Top, Bottom, Left and Right margins.

6. In the *Layout* section, select the **List or Record** option.

In List mode:

   a. Click the *Define List* tab.

   b. "Specifying the list to print" as you want it printed

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7. Click on **Preview** to check the layout of the document.
In **List** mode check that all columns appear on the page, within the margins previously set. If this is not the case, display the *Define List* tab again and adapt its layout.

8. Click **Print** in the *Print preview* window once you are satisfied with your document.

Print Setup window

You can choose between two layout modes to print contacts: **Record mode** and **List mode**.

- **Record Mode**: Prints each contact in full, i.e. with all fields, whether or not they have been filled out.
- **List Mode**: Prints only the fields you have specified, in table form. Each line represents a contact and each column represents a contact field.

The *Preview* button displays a preview window prior to printing the files.

Specifying the list to print

In the **Define list** tab, click the arrow next to the **DBase Field** section to show the scrolling list of fields you can print.

Select the field that you want to appear in the first column of your table.

In the **Width field** on the same line, enter the number of characters you want to assign to the first column (and therefore to the first field).

Repeat steps 1 to 3 for each field you want to include in your document.

Search

Search for contacts

Depending on what you are searching for, you can search for contacts in Contacts in two different ways:

- If you are searching for a contact and you know his/her last name, first name, company or telephone number, "Perform a fast search".

- If you are looking for all contacts meeting a common criterion, for example all contacts living in London, use "Use search criteria".

Perform a fast search

1. Click the folder (or group) you want to search (if you want to search all contacts in the current Contacts, click the root folder).

2. In the list of contacts, click the column title of the field you want to search: *Last Name*, *First Name*, *Company*, etc.
   For example, if you click the heading of the *Last name* column, the *Fast search* field becomes: "*Fast search on Last name*".

	Fast search on 'Last Name'			
Last Name /	First Name	Company	Fax (Business)	Email (Business)
Backer	William		016573359811	william.backer@gna.com
Bergman	Brian			brain.bergman@skia.com
Smith	Roberta	BVRP Software	0033145987459	rsmith@bvrp.com

3. Enter the first characters of the word (or number) being searched for in the *Fast search* entry field.
   As you enter characters, the cursor moves through the list of contacts and selects the first contact beginning with the characters you entered.

s	Fast search on 'Last Name'			
Last Name /	First Name	Company	Fax (Business)	Email (Business)
Backer	William		016573359811	william.backer@gna.com
Bergman	Brian			brain.bergman@skia.com
Smith	Roberta	BVRP Software	0033145987459	rsmith@bvrp.com

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Use search criteria

1. In the menu bar, select **Edit > Search.**
   The *Search* window is displayed.

2. In the *Search* field, enter the word you are searching for.

3. In the *Fields* list, select the field in which you wish to carry out your search.

4. Click the **OK** button.
   Records matching the specified search criteria are copied into the *Search results* folder.

Import/Export

Compatible phonebook files

When using Phonebook you do not have to give up any phonebooks or address books you may have created in other applications. The application enables you to import, update contact details in Phonebook and export the following types of database:

- Text file with delimiters*
- DBASE III or DBASE IV
- Motorola Phone Tools (DBF, MDB** and PBK)
- VCard (VCF)
- Personal Address Book (PAB*)
- Outlook/Exchange Contacts folder (PST**)
- Outlook Express Address Book (WAB**)
- Lotus Notes (NSF**)
- Vista windows contacts (VCS**)

Lotus Notes, Exchange, Outlook and Outlook Express formats are only available if the relevant applications are installed on your PC.

Note
* Delimited text file (ASCII or ANSI): fields and contacts do not have a fixed size, but are separated from one another by characters, or specific character sequences, which need to be specified when importing or exporting contacts. For example, CSV format is a text file with delimiters.
** The following Phonebook types can directly be accessed by clicking File > Open....

Import contacts from an external file

In the menu bar, select **File > Import.**

A wizard will guide you through the import steps.

DBF, MDB, DAN, VCF, PAB, PST and WAB files are automatically imported. Only for text files with delimiters you need to specify their structure.

Specify the structure of a text file with delimiters when importing

When importing a text file with delimiters, you must define its structure so that the application can delimit the various fields and contacts correctly.

This information is requested in the third window (*Import wizard - Text file with delimiters* window) of the import wizard.

From this window:

1. Click the 📁 **Browse** button and select the file you wish to import.

2. In the *Origin* list, select :
   - **ASCII/DOS** if the file comes from a DOS environment
   - or **ANSI/WINDOWS** if the file comes from a Windows environment.

3. Specify the delimiters used to delimit the fields and entries (contacts) in the file.If you do not know the type of delimiters being used, have a couple tries and check the results in the *Preview* zone. If you do not select the appropriate parameters, the contacts contained in your phonebook will not be displayed correctly.

Note
A field delimiter is a visual indicator enabling you to specify and view the size of the fields you want to export.

4. If necessary, specify the Text identifier used.

Note
Text identifiers are characters that come before and after the text contained in the different fields of the file to be imported. Files containing text identifiers are much easier to read. For example, if the text file you want to import has the following struc-ture: "Last name";"First name","Smith"; "Igor","Johnson";"Penelope" quotation marks before and after the fields are Text identifiers.

5. If the first contact of your file contains field titles, select the **File to Import has Field Names** option.
These titles are then recognized as such and will not be imported as a contact.

6. Click **Next** to continue importing.

Note
If you do not wish to import empty fields, select the Hide empty fields option. This option only applies if fields are not filled out in any contact (entry): if this is so, in the Preview section the column for this field will be empty.

Export

Export contacts to an external file

The application enables you to export your phonebooks in order to use the information contained in them in external applications.

In the menu bar, select **File > Export**.

A wizard guides you through all the export steps.

Exporting in MDB, DAN, PAB, PST and WAB formats is done automatically. Only text files with delimiters need you to specify their structure.

Important!
To export to a vCard file, please refer to the following topic: "Export contacts to an external file".

Specify the structure of a text file with delimiters when exporting

When exporting a phonebook into a text file, you must define how the application should structure this file.

This information is requested in the third window (*Export wizard - Text file with delimiters* window) of the export wizard.

From this window:

1. In the *Export file* field, enter the name of the file to which you wish to export, or use the **Browse** button to search for an export file.

2. In the *Origin* list, select:
   - **ASCII/DOS** if the file will be used in a DOS environment
   - or ANSI/WINDOWS if it will be used in a Windows environment.

3. Indicate the delimiters to be used to delimit the fields and contacts in the destination file.

4. Specify a Text identifier : the file will be easier to read.

5. Select the **Display field names on first line** option if you wish the first contact of the file which has been created to contain titles of exported fields.

6. Click **Next** to continue exporting.

Export information from the contact to a vCard file

1. Select the contact the content of which you wish to export.

2. In the menu bar, select **Edit > Export to vCard file**.
   The *vCard File* window is displayed.

3. Select the location at which you wish to save the vCard file.

4. Click **Save**.

Create Group of Contacts

Group of contacts

A group is a folder in which you can store contacts. Its main aim is to enable you to group contacts that do not meet common criteria and that you cannot therefore search automatically. When the group is created, it becomes a set selection of contacts which you do not need to recompile each time you need them.

Groups only contain the copies of contacts that you store in them. When changing the copy of a contact, the original contact is automatically updated and vice-versa.

Create a group

You can create groups in any folder, except in the *Search results* and the *Recycle Bin* folders.

1. Select the folder in which you want to create a group.

2. In the menu bar, select **File > Group > Create New Sub-group**.
    The *Create Subgroup in " [...] "* window is displayed.

3. Enter the name of the group you want to create in the *Group name* field.

4. Click **OK**.

Rename a group

1. Right-click the group you want to rename and select the **Rename** option in the pop-up menu.
    The group label can now be edited.

2. Enter the new name you want to give to the selected group.

3. Click **Enter** on your keyboard.

Delete a group

1. Right-click the group you wish to delete and select the Delete option in the pop-up menu.
   A confirmation window is displayed.

2. Click **OK** to confirm.

Synchronize Contacts

Access Contacts Synchronization view

Important!
The availability of some features described in this help depends on your equipment capabilities and the phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

The Contacts *Synchronization view* enables you to display the application phonebook and your mobile phone phonebook in the same window in order to make synchronization easier.

Open Contacts Synchronization view

1. In the menu bar, select **View > Synchronization View**
   The Contacts *Synchronization view* is displayed.

2. If the *Standard view* is displayed, click the **View** button to switch to the Contacts *Synchronization view*.

Note
This view is only accessible if your mobile phone is connected to your PC and switched on.

Use Contacts Synchronization view

Important!
The availability of some features described in this help depends on your equipment capabilities and the phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

When you access the *Synchronization view*, the application reads the contacts contained in your mobile phone Contacts.

Synchronization View Window layout

The synchronization view is organized in four sections:

- At the top of the window is the menu bar and file management tool-bar (which includes the options of the most frequently used menus).
  See below for further details.
- On the left, the *Phonebook* section displays the application Contacts.
- On the right, the *Mobile phone* section displays your mobile phone Contacts.
- Between these two sections there are a series of buttons which will enable you to transfer contacts from one Contacts list to the other (upper buttons), and to save the changes (lower button).

Note
Your mobile phone must be switched on and connected to your PC for initialization to take place.

Menu bar and file management toolbar

The toolbar and menu bar include part of those of the standard phonebook view.
For further information, refer to the help of Contacts: "Overview".

View menu

In this menu, the following options are specific to the synchronization view.

- **PC's contact details**: Opens the Customize contact details window.

- **Mobile's contact details**: Opens the Customize contact details window.

Mobile phone menu

The following option is specific to the synchronization view.

- **Read phone contacts**: Updates the display of the current mobile Contacts.

My computer section

This section works like the standard phonebook view.

The drop-down list located at the top of the section enables you to select the phonebook folder containing the contacts to be synchronized. Contacts contained in the selected folder are listed below.

The details of each file selected are displayed in the lower section of the window.

The **New** button enables you to create a new file for a contact; the **Edit** button enables you to edit the record for the selected contact; the **Delete** button enables you to delete the selected contact record. The **Search** button enables you to perform a criteria file search.

Note
When you edit a contact in this view, its details will be displayed in red until you click Save changes or start a synchronization.

Mobile Phone section

Important!
The information available in this section depends on the capabilities of your phone.

This section displays the list of contact records saved in your mobile phone's memory and that of your SIM card.

As with the **My computer** section, the details of each file selected are displayed in the lower section of the window.

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The **New** button opens the *New phone entry* dialog box which enables you to enter a new contact to be saved in your mobile phone Contacts.

Note
*For the **Edit** and **Delete** buttons, refer to their descriptions under the **My computer** heading.*
*The **Refresh** button enables the contacts list in your mobile phone Contacts to be updated.*

Note
This command is very useful if you are editing contacts directly in your mobile phone contacts while it is connected to your PC and the application is running. Simply clicking on this button will display the updated list.

Control buttons

	Enables application Contacts to be transferred to the mobile phone Contacts.
	Enables mobile phone Contacts to be transferred to the application Contacts.
	Enables changes made either in the application Contacts or in the mobile phone Contacts to be saved.

Note
The last button is only accessible if changes have been made in either list.

Synchronize contacts manually

Important:
The availability of some features described in this help depends on your software version.
Make sure your mobile phone is connected to your PC and switched on.

1. Open "Open Contacts Synchronization view".

2. Select one or more contacts (while holding down the **Ctrl** key and clicking on each contact to be synchronized) from the *Phonebook* section and / or *Mobile Phone* section.

3. Click the   (PC to phone) or   (Phone to PC) button to transfer the numbers from one list to the other. Transferred contacts are displayed in red until synchronization is done.

4. Click the   button to save the contacts in your mobile phone or in your PC Contacts.

Synchronization is performed in line with the options selected in Synchronization Settings.

Customize contact details

1. From the "Open Contacts Synchronization view", in the menu bar, select **View > PC's contact details** or **Mobile's contact details**. The *Customize contact details* window opens.

2. Select the fields displayed in the Contacts view either on the Contacts in *Phonebook* section or on the Contacts in the *Mobile Phone* section.

   a. Use the **Add** and **Hide** buttons to move fields from the *Available fields* list to the *Display fields in this order* list.

   b. Use the **Move Up** and **Move Down** buttons to change the position of the fields in the *Display fields in this order* list.

   c. Check the **Display only filled fields** box if you want to display only fields that have information entered.

Calendar

Overview

Note
The following calendar interface will only be visible if no other calendar is detected.

The Calendar makes it easy for you to manage your time, wherever you are. You can synchronize the calendar in your mobile phone with one of the e-mail software programs you use on your computer (whether that is Motorola Phone Tools, Outlook, or Lotus Notes). The module synchronizes your directories and contains a calendar where you can enter tasks and events and choose a daily, weekly, or monthly view.

The application enables you to display your PC calendar and your mobile phone calendar in the same window in order to make synchronization easier. A standard view and a synchronization view are available:

Standard View Window layout

When the Calendar opens, some windows are displayed by default.

- "You can edit (by clicking the Edit button) or delete (by clicking the Delete button) a selected event or task from the resulting list."
- "Display the Calendar window"
- "Display the Tasks window"
- "Display the Time or Week Range window"

You can change and "Choose the display".

Synchronization View Window layout

When you access the *Synchronization view*, the application reads tasks and/or events contained in your mobile phone.

The Calendar *Synchronization view* enables you to display your PC Calendar and your mobile phone Calendar in the same window in order to make synchronization easier.

MOTOROLA

For further information, refer to the help of Calendar Synchronization:

"Access Calendar Synchronization view".

Use "Calendar Synchronization view".

Manage the schedule

Note
The following calendar interface will only be visible if no other calendar is detected.

"Open a calendar"

"Manage events"

"Manage tasks"

"Start a search"

"Synchronize Calendar"

Open a calendar

Note
The following calendar interface will only be visible if no other calendar is detected.

1. In the menu bar, select **File > Open**. The *Open Calendar* window is displayed.

Note
If your are using the e-mail program Outlook and/or Lotus Notes, their contact icons will also appear in this window. The Calendar File icon represents the calendar of the present application.

2. Select one of the icons and click **Open** or double-click directly on one of the icons to open the corresponding calendar.

Note
If you open the Outlook/Lotus Notes calendar, all changes are automatically synchronized even if they have not been made in the present application.

Start a search

Note
The following calendar interface will only be visible if no other calendar is detected.

1. From the calendar standard view, to start a search, you can:

- Select **Edit > Search** in the menu bar.
- Click the 🔍 **Search** button .

The *Search* window appears.

2. In the *Search* field,

- Enter the keyword to use for the search (for a new search).
  For example: Meeting to reach the past and scheduled meetings.
- Select in the scrolling list a key word from a previous search.

3. For an advanced search, check the **Advanced search** box then indicate a period of time using the *From* and *To* fields.

4. Click the **Search** button.
The list of scheduled appointments appears in the column of the *Subject* field.

5. To view the event selected in the *Subject* field, click the **Go to this day** button.

6. To delete the event selected in the *Subject* field, click the **Delete** button.

7. To start a new search, click the **New Search** button.
This erases the results of the previous search.

8. Click the **Close** button to close the Search window.

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Options

Note
The following calendar interface will only be visible if no other calendar is detected.

The *Options* window allows you to modify the period displayed for the *Day View*.

Access the Options window

Note:
*If the **Time range** window is not displayed in the Calendar interface, in the menu bar, select **View > Range > Daily**.*

- From the Calendar interface, in the menu bar, select **Tools > Options** or click the **Options** button.
The *Options* window appears.

Modify the period displayed

- In the *Time Range* section, select a *Start time* and *End time* .
For example, Start time: 08 AM and End time: 06 PM. These times will be displayed in the *Time Range* window of the calendar.

Choose the display

Note
The following calendar interface will only be visible if no other calendar is detected.

Change the period displayed in the Calendar

Click one of the buttons shown below to modify the "You can edit (by clicking the Edit button) or delete (by clicking the Delete button) a selected event or task from the resulting list."

Day View to display a single day.

Week View to display seven days.

Month View to display an entire month.

Show and hide windows

From the **View** menu, select or deselect the following options to show or hide the corresponding windows:

- **Calendar**
- **Tasks**
- **Range > Daily**
- **Range > Weekly**

Display the Time or Week Range window

Note
The following calendar interface will only be visible if no other calendar is detected.

In the menu bar, select View > Range > Daily or Weekly or click the Range button to select one of the windows from the scrolling list. The selected window appears in the bottom part of the screen.

Switch between windows

Right click in the displayed window and select the desired option from the popup menu.

Manage events

Note
The following calendar interface will only be visible if no other calendar is detected.

An event can be an appointment, a meeting, or any other particular or periodic activity (daily, weekly, monthly, or annual). The Calendar module enables you to schedule and list events, specify their duration and create reminders so you do not forget them.

Schedule an event

Note
The following calendar interface will only be visible if no other calendar is detected.

1. From the Calendar interface, in the menu bar, select **Edit > New > Event**.
   You can also:

   • Right-click in the Schedule window (central display area), then select **Add an event** from the popup menu.

   • Click on the **New** icon.
     The *New* window opens.

2. In the *Subject* field, enter the name of the event you want to create.
   For example: *Meeting with project managers.*

3. Specify the *Location* of the event.
   For example: *Santa Monica*.

4. Indicate the *Availability* by selecting one of the options from the scrolling list: **Free**, **In use**, or **Temporary**.

5. In the *Duration* section, specify the *Start* and *End* date and time for the event, or check the **All day** option.

6. Check the **Urgent** and/or **Private** options so that the event appears in the calendar with the corresponding mark.

7. Check the **Reminder*** option if you want an alarm to remind you when the event is about to occur.

8. Check the **Recurrence** option to define the frequency with which the event takes place.
   The *Appointment Recurrence* window opens.

Motorola Phone Tools

9. In the *Description* field you can enter unlimited additional comments about the event.

10. Click **OK** to save the event.
    The *New* window closes and the event appears in the schedule. The day of the event appears in bold in the *Calendar* window.

Note:
*Reminder: In the Notify scrolling list, choose the number of minutes or hours before the corresponding event when you want the alarm to trigger. Click the Browse button to choose the sound file to be played and click the Play button to play it now. When the time comes, the notification window will appear on the screen and the alarm will trigger automatically.

View and modify an event

Note
The following calendar interface will only be visible if no other calendar is detected.

1. From the Calendar interface, in the Schedule window (central display area), double-click the event.
   The *Edit a calendar event* window appears.

2. View the event and make any changes required, as described in "Schedule an event".

3. After viewing or editing the event, click **OK** to confirm and close the window.

Copy an event or a task

Note
The following calendar interface will only be visible if no other calendar is detected.

From the Calendar interface, in the Schedule window (central display area), select the event or task you want to copy and then use one of the three following methods.

With the keyboard

1. Press **CTRL+C**.

2. Select the day in the Schedule window where you want to copy the task or the event.

3. Press **CTRL+V**. A copy of the event or task is added to the event or task list.

With the buttons

1. Click the **Copy** button.

2. Select the day in the Schedule window where you want to copy the task or the event.

3. Click the **Paste** button. A copy of the event or task is added to the event or task list.

Via the Edit menu

1. In the **Edit** menu, select **Copy**.

2. Select the day in the Schedule window where you want to copy the task or the event.

3. In the **Edit** menu, select **Paste**. A copy of the event or task is added to the event or task list.

Delete an event

Note
The following calendar interface will only be visible if no other calendar is detected.

1. From the Calendar interface, in the Schedule window (central display area), select the event you want to delete and then do one of the following:

    • Right-click and select the **Delete event** option from the popup menu, or

- In the menu bar, select **Edit > Delete**, or
- Click the ✖ **Delete** button.

A confirmation window opens.

2. Click **OK** to confirm the deletion.
The selected event no longer appears in the list.

Manage tasks

A task is an action to be performed either once or at regular intervals (daily, weekly, monthly, or annually). The Calendar module lets you schedule and list tasks, define their duration, and create reminders so you do not forget them.

Create a task

Warning!
The availability of some features described in this help depends on your equipment capacities (mobile phone/modem combination).

1. From the Calendar interface, in the menu bar, select **Edit > New > Task**. You can also right-click in the display area of the *Tasks* window, then select **Add task** from the popup menu. The *Add task* window appears.

2. In the *Subject* field, enter the name of the task you want to create. For example: Deliver the monthly report.

3. Indicate the *Status* by selecting one of the options from the scrolling list: **Not Started**, **In progress**, **Finished**, **Waiting for Info** or **Deferred**. The *[n] %complete* is displayed according to the selected status.

Duration section

4. In the *Duration* section, enter the *Start* and *End* date for performing the task.

5. The *Priority* can be set to **Low**, **Normal** or **High**.

6. To mark your task as private, check the Private option. A flag will appear next to the task in the Tasks window.

Recurrence section

7. Check the **Recurrence** option to define the frequency with which the task takes place. The Appointment Recurrence window opens.

8. If you wish to be reminded of this task, check the **Reminder** box and indicate when you wish to be notified (date and time) using the arrows.

9. To associate a sound to the reminder, click the **Browse** button and specify the sound file (*.wav) to be played at the reminder launch. The application will launch a reminder window that you can either dismiss or display again every [n] minutes according to your choice in the corresponding drop-down list.

10. Indicate the *Category* by selecting one of the options from the scrolling list: **None**, **Private**, **Holiday**, **Trip** and **Work**.

11. In the **Description** field you can enter unlimited additional comments about the task.

12. Click **OK** to save the task.
The *Add task* window closes and the task is added to the *Tasks* window.

Edit a task

1. From the Calendar interface, in the *Tasks* window, double-click on a task or select it then right-click and choose **Edit task** from the popup menu.
The *Edit task* window appears.

2. Make the required changes, as described in "Create a task".

3. Click **OK** to confirm and close the window.

Mark a task as completed

From the Calendar interface, in the list in the *Tasks* window, click in the check box to the left of the task you want to mark as completed.

A checkmark appears in the check box and the title of the task is crossed out.

To remove the checkmark, click in the check box again.

Copy an event or a task

Note
The following calendar interface will only be visible if no other calendar is detected.

From the Calendar interface, in the Schedule window (central display area), select the event or task you want to copy and then use one of the three following methods.

With the keyboard

1. Press **CTRL+C**.
2. Select the day in the Schedule window where you want to copy the task or the event.
3. Press **CTRL+V**. A copy of the event or task is added to the event or task list.

With the buttons

1. Click the **Copy** button.
2. Select the day in the Schedule window where you want to copy the task or the event.
3. Click the **Paste** button. A copy of the event or task is added to the event or task list.

Via the Edit menu

1. In the **Edit** menu, select **Copy**.
2. Select the day in the Schedule window where you want to copy the task or the event.
3. In the **Edit** menu, select **Paste**. A copy of the event or task is added to the event or task list.

Delete a task

From the Calendar interface, in the *Tasks* window, select the task you want to delete then do one of the following:

- Right-click and select the **Delete task** option from the popup menu, or
- In the menu bar, select **Edit > Delete**, or
- Click the ✖ **Delete** button.

Display the Tasks window

In the menu bar, select View > Tasks or click the Tasks button.
The Tasks window appears in the lower right part of the screen.
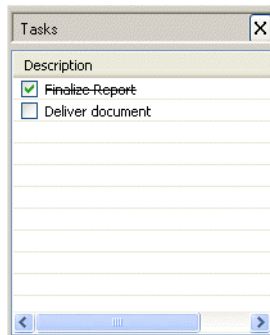
Close the Tasks window

From the View menu, deselect Tasks or click the ☒ button located in the upper right corner of the Tasks window.
The window is no longer displayed.

Buttons

Note
The following calendar interface will only be visible if no other calendar is detected.

Open	Opens a calendar
Copy	Copies the current selection
Paste	Pastes the previously copied selection
Print	Prints the calendar daily, weekly, monthly or by tasks
Change view	Displays the synchronization view of the calendar, making it easier to synchronize data between the application's calendar and that of your mobile phone
Synchronize	Starts a synchronization
Options	Modify the period displayed for the Time Range
Help	Starts this on-line help
New	Adds an event
Delete	Deletes the selection
Calendar	Shows or hides the Calendar window
Tasks	Shows or hides the Tasks window
Range	Shows or hides the Time range or Week range window

Day View	Displays the Calendar window using a daily view
Week View	Displays the Calendar window using a weekly view
Month View	Displays the Calendar window using a monthly view
Search	Starts a search for an event or task in the Calendar

Synchronize Calendar

Access Calendar Synchronization view

Important!
The availability of some features described in this help depends on your equipment capabilities and the phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

The Calendar *Synchronization view* enables you to display your PC calendar and your mobile phone calendar in the same window in order to make synchronization easier.

Open Calendar Synchronization view

1. In the menu bar, select **View > Change View**.
The Calendar *Synchronization view* is displayed.

2. If the *Standard view* is displayed, click the **Change View** button to switch to the Calendar *Synchronization view*.

Notes
This view is only accessible if your mobile phone is connected to your PC and switched on.

Display the Calendar window

In the menu bar, select **View > Calendar** or click the Calendar button. The *Calendar* window appears in the upper right part of the screen.

Close the Calendar window

From the **View** menu, deselect **Calendar** or click the button located in the upper right corner of the *Calendar* window.

The window is no longer displayed.

Work with the Calendar window

- To browse through the calendar month by month, use the following buttons: and .
- When you click on a day in the calendar, the corresponding page is displayed in the Schedule window.
- The column on the far left shows the week number (in the year) for each line.
- Today's date is circled in red.
- Days are displayed in bold when you have entered events for them.

Calendar Synchronization view

Important!
The availability of some features described in this help depends on your equipment capabilities and the phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

When you access the *Synchronization view*, the application reads the tasks/events contained in your mobile phone calendar.

MOTOROLA

Synchronization View Window layout

The synchronization view is organized in four sections:

- At the top of the window is the menu bar and file management tool-bar (which includes the options of the most frequently used menus). See below for further details.
- On the left, the *Calendar* section displays the application appointments;
- On the right, the *Mobile Phone* section displays your mobile phone's appointments;
- Between these two sections there are a series of buttons which will enable you to transfer tasks/events from one Calendar list to the other (upper buttons), and to save the changes (lower button).

Note

Your mobile phone must be switched on and connected to your PC for initialization to take place.

Appointment on the Calendar section

This section works like the standard calendar view.

The drop-down list located at the top of the section enables you to select the calendar folder containing the events or the tasks to be synchronized. Events or tasks contained in the selected folder are listed below.

The details of each file selected are displayed in the lower section of the window.

The **New** button enables you to create an event or a task; the **Edit** button enables you to edit an event or a task for the selected event/task; the **Delete** button enables you to delete an event or a task.

Note
*When you edit an event or a task in this view, its details will be displayed in red until you click **Save modifications** or start a synchronization.*

Appointment on the Mobile Phone section

Important!
The information available in this section depends on the capabilities of your phone.

This section displays the list of tasks and events saved in your mobile phone's memory and in your SIM card.

As with the *Calendar* section, the details of each file selected are displayed in the lower section of the window.

The New button opens the *New* dialog box which enables you to enter a new event or task to be saved in your mobile phone calendar.

Note
For the Edit and Delete buttons, refer to their descriptions under the My computer heading.

The Refresh button enables the events or tasks list in your mobile phone calendar to be updated.

Note
This command is very useful if you are editing events or tasks directly in your mobile phone calendar while it is connected to your PC and the application is running. Simply clicking on this button will display the updated list.

MOTOROLA

Control buttons

	Enables application tasks and events to be transferred to the mobile phone calendar.
	Enables mobile phone tasks and events to be transferred to the application tasks Calendar .
	Enables changes made either in the application Calendar or in the mobile phone Calendar to be saved.

Note
The last button is only accessible if changes have been made in either list.

Synchronize calendars manually

Important
The availability of some features described in this help depends on your software version.

Make sure your mobile phone is connected to your PC and switched on.

1. Open the "Calendar Synchronization view".

2. Select one or more events or tasks (while holding down the **Ctrl** key and clicking on each task/event to be synchronized) from the *Calendar* section and/or *Mobile Phone* section.

3. Click the   (Phone to PC) or   (PC to Phone) button to transfer the events or tasks from one list to the other. Transferred events or tasks are displayed in red until synchronization is done.

4. Click the ⬛ button to save the tasks/events in your mobile phone or in your PC calendar.

Synchronization is performed in line with the options selected in Synchronization Settings.

Perform a search in the calendar synchronization view

1. From the "Calendar Synchronization view", in the menu bar, select **Edit > Search** or press **Ctrl+F** on your keyboard.
The *Search* window appears.

2. You can perform a search either by date or by subject.
Select the type of search you want to perform in the *Fields* field: **Subject** or **Date**.

3. For a search by **subject**, in the *Search* field, enter the keyword to use for the search.
For example: *Meeting* to reach the past and scheduled meetings.

4. For a search by **date**, indicate a period of time using the *From* and *To* fields.

5. Click the **OK** button.
The result of your search appears in the *Find* folder of the *My Computer* section (left side).

6. You can edit (by clicking the **Edit** button) or delete (by clicking the **Delete** button) a selected event or task from the resulting list.

Synchronization

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

Synchronization enables you to update your phonebooks and calendars by matching:

- numbers saved in your mobile phone to those saved in the application phonebook,
- and/or events/tasks saved in your mobile phone calendar to those saved in the application calendar.

When you install the application, a new toolbar is created in Outlook. It contains two buttons:

- Synchronize which launches a synchronization;
- Sync Help which displays this help.

The first time you click Synchronize, the Synchronization Wizard is displayed. This wizard will help you choose various synchronization options before synchronizing. Follow the instructions displayed on screen.

Synchronization is performed with the options selected in "Set up Synchronization".

The next time the Synchronize button is pressed, the Synchronization Wizard is no more displayed. Instead, the Synchronization window is displayed.

Two transfer modes

"Synchronize now" allows you to transfer data (Contacts, Calendar) from your PC to your phone, or from your phone to your PC.

The first time this synchronization is launched, a "full" synchronization is performed:

- All items of the PC that are not on the phone are transferred to the phone
- All items of the phone that are not on the PC are transferred to the PC

- For items that are on phone and on PC:

-> For contact item, the fields are merged. If a field is filled on both devices, you will be asked to choose which item to keep*

-> For other items, you will be asked to choose which item to keep*

For the following synchronization:

- All items that have been created, modified, deleted only on the phone since the last synchronization are created, modified, deleted on the PC
- All items that have been created, modified, deleted only on the PC since the last synchronization are created, modified, deleted on the phone
- If an item has been modifier on both sides since the last synchronization, you will be asked to choose which item to keep*

*: unless you change the conflict rules - see "Priorities tab"

"Use Protected Data transfer" allows you to only transfer data (Contacts, Calendar) from your PC to your phone.

This synchronization ensures you that your PC contacts will not be modified or deleted:

- All items of the PC that are not on the phone are transferred to the phone
- For items that are on phone and on PC, the filled PC item fields are replacing phone item fields

Operation

When your mobile phone is connected to your PC and to your mobile phone network, the application reads the phonebook records (or calendar events/tasks) stored in your mobile phone and compares them with the phonebook file that is open at the time (current phonebook) or with the current calendar.

When there is a conflict (for example: the same contact with a different telephone number) between your Phonebook and your mobile phone during synchronization, the **Conflicts** option from the *Synchronization Settings* window enables you to specify the phonebook which is to prevail or ask at each conflict.

Modify the Synchronization Settings

Access Synchronization Settings window

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

Click the Modify the synchronization settings button.

The *Synchronization Settings* window opens.

The first time you access this window, a wizard is displayed to help you through setting up synchronization options.

Set up Synchronization

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.

Make sure your mobile phone is connected to your PC and switched on.

1. Access the *Synchronization Settings* window.

2. Make the desired changes in each of the *Synchronization Settings* window tabs.

3. Click OK to confirm and close the window.

The first time you access the *Synchronization Settings* window, a wizard is displayed to help you through setting up your synchronization options.

MOTOROLA

Setup Tabs

General tab

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

1. In the *Specify arrangement for 'Full Name'* section, select your preferences for the way in which the names of the mobile phone contacts are displayed by choosing whether to display the *Last name* first (**Last name, First name** option) or *First name* first (**First name**, **Last name** option).

2. Check the options you wish to enable:

   • **Enable complete synchronization** - This option runs a full (and potentially lengthy) re-read of the entire folder.

   • **Display confirmation messages before deleting entries during synchronization** if you wish to confirm the permanent deletion of records during synchronization.

3. Move to another tab if necessary or click **OK** directly to confirm and close the *Synchronization settings* window.

Synchronization folder tab

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

1. Select the item for which you wish to change the synchronization folder.

2. Click **Change....**
   The *Synchronization folder* window appears.

3. Select the folder you wish to use for synchronization.

4. If this folder does not exist, you can create it. Select the folder in which you wish to create a subfolder, then click **New....**
   A new *Create Subgroup* window appears.

5. Enter a name for the new subfolder.

6. Click **OK** .
   This window closes and the new subfolder is displayed in the item tree.

7. Click **OK** to confirm changes.
   The name of the folder is displayed in the **Current folder** field.

8. Move to another tab if necessary or click **OK** directly to confirm and close the *Synchronization settings* window.

Filter tab

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

1. Select **Contacts** , **Sim**, **Calendar** or **Tasks** depending on the type of data you wish to synchronize.
   If you select:

   • **Contacts:**

   a. Select **Synchronize all contacts** , **Synchronize the selected contacts** or **Synchronize the category contacts**.

   b. In the latter cases, click the **Select...** button.
      The *Filter* or *Categories selection* windows opens.

   c. For the selected contacts, check the box in the *Sync* column corresponding to the entries you whish to synchronize.
      For the category contacts, select the category in the *Available categories* list.
      You can also use the **Select all** or **Unselect all** button. Unchecked entries will be ignored during synchronization.

   • **SIM:**

   a. Check the **Synchronize SIM contacts separately** box if you want to synchronize the selected SIM contacts or the category SIM contacts.

   b. Select **Synchronize all SIM contacts**, **Synchronize the selected SIM contacts** or **Synchronize the category SIM contacts .**

   c. In the latter cases, click the **Select...** button.

M **MOTOROLA**

    d. Do as for the **Contacts** option (step c).

    • **Calendar:**

    a. Choose **Synchronize all events** or **Synchronize only** .

    b. In the latter case, indicate the number of weeks before or after the current date you wish to synchronize events.

    • **Tasks:**

    a. Choose **Synchronize all tasks** or **Synchronize only**.

    b. In the latter case, indicate the number of weeks before or after the current date you wish to synchronize tasks.

    c. If you wish to ignore completed tasks during synchronization, check the **Ignore completed tasks** option.

2. Move to another tab if necessary or click **OK** directly to confirm and close the *Synchronization settings* window.

Add entry tab

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

1. Use the scrolling list in the *Add entry* tab to indicate the preferred location for new mobile phone entries.

2. Move to another tab if necessary or click **OK** directly to confirm and close the *Synchronization Settings* window.

Telephone field identification tab

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

1. To better identify the phone number type when a phone number appears in synchronization view, select one of the following three options:

    *   **Ask the question** - The application will ask, if appropriate, which identification method to use.

    *   **By default use the type** - Scroll down the list to determine the default phone number type.
        This information appears in the *Phone* section of the Phonebook, for example *Fax (Business)*.

    *   **Use suffixes to identify new numbers** - Select the phone field to which you wish to add a suffix in the scrolling list.
        A default letter is assigned in the *Suffix* field but you can specify it to suit your own needs. This will make it easy for you to identify different numbers.

2. Move to another tab if necessary or click **OK** directly to confirm and close the *Synchronization Settings* window.

Note
A suffix is an alphabetic character which has a meaning. Suffixes enable you to recognize various phone and fax numbers belonging to the same person. Several default suffixes are suggested, but you can specify your own. For example, the letter _H could indicate Home numbers; _S could indicate a company's Switchboard number, etc. Suffixes can only contain one letter. Numbers are not accepted.

Priorities tab

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

Where there is a conflict (for example: the same contact with a different telephone number) between your Phonebook and your mobile phone during synchronization, this tab enables you to specify the phonebook which is to prevail or ask at each conflict.

1. Select one of these three options:

   • **Computer** - If you enable this option, the application data will be taken as the basis and will, if applicable, overwrite the mobile phone data.

   • **Mobile phone** - If you enable this option, the mobile phone data will be taken as the basis and will, if applicable, overwrite the application data.

   • **Ask the question** - If you enable this option, when the application detects inconsistent data in the application and in the mobile phone, a window will appear asking you which data to keep (application or mobile phone data).

2. Move to another tab if necessary or click OK directly to confirm and close the *Synchronization settings* window.

Mapping tab

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

This tab enables you to align your mobile phone entries with those of the application.

1. Select the item for which you wish to change the mapping.

2. Click **Modify Mapping....**
   The mapping table for the selected item is displayed.

3. Select a mobile phone field and the application phonebook field you wish to link it to and then click **<< Link >>** . Links created in this way are displayed in the *Established links* section.

   • If you select a field, you can also click **Unlink** to delete the link between the two entries.

   • The **Default** button restores predefined links between fields in the program. It clears any changes you have made.

4. Move to another tab if necessary or click **OK** directly to confirm and close the *Synchronization settings* window.

AutoSync tab

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

1. To determine if synchronization between the mobile phone and the application should occur automatically, select one of the following options:

   • **Never** so that synchronization will not run automatically.

   • **Every launch** if you wish synchronization to run automatically each time you connect.

   • **Every** x (day of the week) if you wish synchronization to occur regularly on a specific day of the week.

   • **Every month** if you wish synchronization to run automatically once a month.

2. Move to another tab if necessary or click **OK** directly to confirm and close the *Synchronization Settings* window.

Data source tab

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

1. Use the **Contacts** and **Calendar/Task** scrolling lists to select the application where you store Contact and Calendar data.

2. Move to another tab if necessary or click **OK** directly to confirm and close the *Synchronization options* window.

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Phonebook selection tab

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

Use this tab to select the phonebook you want to use.

1. Check the radio button corresponding to your choice :

- SIM card
- Phone's phonebook

2. Move to another tab if necessary or click **OK** directly to confirm and close the *Synchronization Settings* window.

Synchronize Contacts and Calendar

Synchronize now

Important:
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.
The first time you click **Synchronize***, the Sync Wizard is displayed. This wizard will guide you step by step for your first synchronization.*
The next time the **Synchronize** *button is pressed, the Sync Wizard is no more displayed. Instead, the* **Synchronization** *window is displayed.*

1. Click **Synchronization now** button.
The *Synchronization* window displays and enables synchronizing to start immediately.

2. Check items (Contacts, Calendar) you want to synchronize are selected then click **Synchronize** button.

Synchronization is performed with the options selected in "Set up Synchronization".

Use Protected Data transfer

Important:
The availability of some features described in this help depends on the capacities
of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

The Protected data transfer ensures you that your PC data will not be corrupted: you will only transfer data from PC to phone.

1. Click the **Protected Data** button.
The *Synchronization* window displays and enables synchronizing to start immediately

2. Check items (Contacts, Calendar) you want to synchronize are selected then click **Synchronize** button.

Synchronization is performed with the options selected in "Set up Synchronization".

Backup and Restore your data

Important:
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.
Make sure your mobile phone is connected to your PC and switched on.

Backing up and restoring records enables you to save records contained in your mobile phone memory to the hard disk drive in your PC and vice versa, prior to synchronizing. Backup/Restore wizard is strongly recommended for those cases where you would like to recover data overwritten by synchronizing or when you cancel a synchronization.

This wizard also enables you to delete records contained in your mobile phone memory.

To backup and restore your data

Note
Your mobile phone must be switched on and connected for initialization to take place.

1. Click the **Backup** or **Restore** button depending on what you wish to do.
The *Backup/Restore Wizard* opens.

2. Follow the instructions displayed on screen.

The Backup/Restore Wizard will then read the contents of your mobile phone and present you with a summary once the operation has been completed correctly. Click **Finish** to close the *Backup/Restore Wizard*.

The mobile phone contacts, calendar and tasks are saved locally in a .csv file.

Note:
When restoring contacts to SIM memory, if the original contacts were stored with a single name and multiple number format they will be restored as single name and single number format.

MOTOROLA

To delete data from you phone

You can also delete records contained in your mobile phone memory.

1. Click the **Delete data from my phone** button depending on what you wish to do.
The *Backup/Restore Wizard* opens.

2. By default all items (calendar, contacts) are selected, uncheck items you don't want to delete.
Then follow the instruction displayed on screen.

Phonebook Transfer

The **Phonebook Transfer** allows you to transfer mobile phonebook to another phone.

This feature is useful when you will buy a new phone and want to keep the phonebook.

A wizard will help you to backup phonebook and immediately restore it to a new phone.

Manage Phonebook Transfer

Transfer a phonebook to another phone

1. Make sure your mobile phone is correctly switched on and connected to the computer.

2. Click the **Transfer my phonebook to another phone** button.
   The phone swap tool display and the backup of the phonebook immediately starts.
   The backup file is saved in the default backup folder.
   A progress window displays.

3. When the backup is finished a window indicates you the backup is done.
   Unplug your phone then click the **OK** button.
   The Phone Setup wizard displays.

Important!
Please do not connect your new mobile phone to your PC until instructed to do so by the installation wizard.

MOTOROLA

4. Please ensure your phone is not locked.
Select the connection type you will use to connect your mobile device to your PC.

5. Click on **Next** button.

6. The following screen prompts to connect your phone.
Your phone will be detected and set up automatically.

7. Once you phone is detected, the restore progress begins.

Note
If the application detects that some fields do not match between the phones, and some fields of the first phone can not be swapped to the second phone, a window will be displayed.
This window lists the fields of the first phone, and in front of each one the field of the second phone if the match can be done, else "no match" is displayed.
*Click the **OK** button to launch the restore operation.*

8. Click the **OK** button to launch the restore operation.
A progress window displays and a window prompts you the swap wizard is successfully done.

Chapter 4: Communicate

Communicate enables you to easily handle text and MMS messages, edit and send messages via the keyboard of your computer. It also enables you to create and manage Internet connections using your mobile phone SIM card.

Access Communicate

From the left panel, click **Communicate** button then click the section you want to access:

- "SMS"
- "MMS"
- "Internet"

SMS

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.

SMS enables you to handle text messages easily, allowing you to edit and send text messages via the keyboard of your computer.

Description of SMS

Folders

All operations relating to outgoing or incoming messages are centralized in the Folders section presenting the following tree list:

Outbox	The *Outbox* folder lists all messages, including those that are underway. Once the transmission is complete, the message is transferred to the *Sent messages* folder.
Sent messages	The *Sent messages* folder stores complete transmissions.
Inbox	The *Inbox* folder lists all received messages.

Messages

The *Messages* section displays the list of messages contained in the folder selected in the *Folders* section. Information about the messages is given, such as: contact number or name, date and time of the message, status and size.

Details

The *Details* section displays the content of the selected SMS.

Configure SMS

Important!
The availability of some features described in this help depends on the capacities of your equipment and on the mobile phone/subscription combination.

Prerequisite

Before you can send text messages, you must subscribe to the corresponding service from your mobile network operator. Before setting up the SMS function, please check that your mobile phone is connected to your computer or that your PC card is configured to the correct communication port of the computer.

Access the Message settings

From the menu bar, select **SMS > Configure SMS....**

The *Message settings* window opens.

Configure SMS

The *Message settings* window enables you to set up *Send options* and the rule to delete messages.

Send options

- **Delivery report**: a delivery report for each sent message is sent to you (if supported by your contact's mobile phone network operator).
- **Validity period**: specify here the validity period you want to assign to the messages you send. After this date, the message will be deleted from the operator server, even if it could not be delivered to the recipient.
- **Callback number**: specify here the phone number where your contact can reach you.

Delete message on phone

When SMS are received, they are automatically stored in the currently selected memory of the phone. Messages can be stored either in the SIM card memory or in the phone memory.

You are advised to clear the messages when they are no longer needed. As soon as the memory of the SIM card (or the memory of the phone) becomes full, you do not receive any new incoming messages.

- **Never**: SMS are always kept on phone and on computer. You can still delete them manually from the *Inbox* or in your mobile phone.
- **When deleting on computer**: SMS are automatically deleted from the mobile phone when they are deleted from the *Inbox*.
- **When retrieving**: SMS are systematically deleted from the mobile phone after being transferred to the *Inbox*.

Keep empty text messages

Text messages are made up of a header (reply path, validity, etc.) and a message body. "Empty" messages are composed essentially of a header without a message body.

When this option is checked, "empty" messages are processed as any other message. If you uncheck this option, messages are deleted automatically without being transferred.

Information

Click this button to display phone features such as the phone model, its IMEI, the phone number and the application version, if they are available.

MOTOROLA

Manage Messages

Send a message

1. In the taskbar, click the ✉ **New message** button, or
   From the menu bar, select **File > New > SMS**.
   The *Send text message* window is displayed.

2. Enter your contact details in the appropriate field or click the **To...** button in order to copy the information from the Contacts.

Note:
You can send a message to several recipients; to do so enter recipient's numbers separated by a semicolon.

3. Enter your message.

4. Click the **Send** button to complete the transmission.

Note:
An SMS (Short Message Service) message has a limit which depends on the service center that will forward your message. If you exceed this limit, the message will be split into several messages that will be sent separately. An indicator at the bottom right of the window indicates the total number of messages that will be sent.

Extract mobile phone contact details

The *Select contacts* window enables you to select contacts from your mobile phone or SIM card contact list and send them an SMS or a MMS.

1. Access the *Select contacts* window depending on the type of message you want to send:

   • To send an SMS:
     From the menu bar, select **File > New > SMS**. The *Send text message* window is displayed.
     Then, click the **To...** button. The *Select contacts* window is displayed.

- To send an MMS:
  From the toolbar, select the ➡ **Send To Recipient** button. The
  Send MMS window is displayed.
  Then, click the **To...** button. The *Select contacts* window is dis-
  played.

2. Select the folder, **SIM Contacts** or **Phone Contacts**, in which are the contacts you want to select.

3. In the zone below the *Folders* drop-down list, select the contacts to be extracted:

- Click the contact directly from the list. Use the **Ctrl** key to select several contact.

- or Enter its name in the *Type a name* field.
  The contact is highlighted.

4. Click [>>] to add it or them from the list to the *Selected contact(s)* list.

The [<<] button deletes the selected items from the *Selected con-tact(s)* list.

5. Once the selected contacts list has been set up, click the **OK** button to extract it. You automatically return to the previous window. The con-tacts you have just extracted now appear in the recipients list.

Important!
*The first time you access the **Select contact** window, and after every modifications you made to your mobile phone/SIM contacts you must read your mobile phone to retrieve the contact details. To do so, click the 🔄 **Read** button in the toolbar.*

MOTOROLA

Receive and read a short message

1. In the *Folders* pane, click **Inbox**.
If your mobile phone contains messages, they are automatically trans-
ferred into the *Inbox* and appear in the *Messages* list.

2. Click the ⧉ **Send / Receive** button.
If you have received new messages, they are transferred into the
Inbox and they appear bold.

3. Double-click the message you want to view.
The *Message Preview* windows appears and displays the content of
the message.

4. Click the **Close** button to return to the *Inbox*.

Reply to a received message

1. In the *Folders* pane, click **Inbox**.

2. Select the message you want to respond to.

3. Click the ✉ **Reply** button.
The *Send text message* window is displayed, and the field corre-
sponding to the recipient's number is filled in automatically.

Note:
*You can send a message to several recipients; to do so enter recipient's numbers
separated by a semicolon or click the To... button in order to copy the information
from the contacts.*

4. Enter your message.

5. Click the **Send** button to complete the transmission.

Forward a message to another recipient

1. In the *Folders* pane, access the folder where the message you want
to forward is saved (**Inbox**, **Sent Messages...**).

2. Select the message you want to forward.

3. Click the ✉ **Forward** button.
The *Send text message* window is displayed. The message content is filled in automatically, indicating the original sender's detail.

4. Enter your contact details in the appropriate field or click the **To...** button in order to copy the information from the contacts.

Note:
You can send a message to several recipients; to do so enter recipient's numbers separated by a semicolon.

5. Click the **Send** button to complete the transmission.

Save a message

1. In the *Folders* pane, access the folder where the message you want to save is saved (**Inbox**, **Sent Messages...**).

2. Select the message you want to save.

3. In the **File** menu, select the **Save as** option.
The *Save as* window opens.

4. Rename your document (if you want to) in the **File name** box.
.txt format is displayed by default.

5. Select the folder path where you want to save your document if the selected folder does not suit you.

6. Click the **Save** button.

Create a mailbox

1. From the menu bar, select **File > New > Mailbox** .
The *Create a Mailbox* window is displayed.

2. Enter the name of the new mailbox in the *New Mailbox* field.

3. Click **OK**.
The new mailbox is added to the *Inbox*.

4. You can now drag and drop messages from the *Inbox* into the mailbox you created.

Change the status of a message

1. In the *Folders* pane, click **Inbox** and select a message from the *Messages* list.

2. Click on the right mouse button to display the context menu.

3. Select the **Change status** option.
    The *Change Document Status* window is displayed.

4. Choose one or more status: **Read, Printed, Forwarded, Replied**.

    *   An empty box means that the status is not selected.

    *   A grayed box indicates that the present document status will not be modified. This function is useful if you wish to change only one status for multiple documents, without changing the two others.

    *   A checked box means that the status is not selected.

5. Click the ← button to apply your modifications.

Note:
*Clicking the ⊸ button enables you to keep the **Change document status** window open while using another function of the application.*

MMS

MMS enables you to create and manage customized multimedia messages to be sent from your computer or telephone to another telephone or e-mail address.

These multimedia messages may contain text, retouched pictures or images, graphics, and sound that you can customize prior to transmission. The files you can attach to these messages may be of various formats: jpeg, gif, txt, wav, midi, etc.

The approximate size of an MMS message is 64 Kbytes, depending on the type of phone used and the mobile phone operator.

Note
The MMS Studio does not enable you to view an MMS received on your mobile phone and transferred to your PC.

Description of MMS

Buttons

💾 **Save to PC**	Opens the Save as window to save the modified multimedia message in a folder you select.
➡ **Send To Recipient**	Sends the selected MMS message to a mobile phone or an e-mail address.
❓ **Help**	Displays this help.

Preview screen

The "Preview screen" (located to the right of the window) gives you a preview of the selected multimedia message as it will appear on the screen of your mobile phone.

MOTOROLA

Explorer screen

The "Media Files screen" enables you to select files stored on your computer in order to view, edit, and/or copy them to your mobile phone.

Clicking a file in the explorer allows you to display it in the *Preview* screen and in the *Selection* screen.

Composer screen

The "Composer screen" screen enables you to create multimedia messages.

Media Files screen

The *Media Files* screen located in the center part of the application displays the local explorer and includes the following tabs:

- **Samples**: This tab includes a set of MMS supplied by the application (other MMS files cannot be added).
- **My MMS**: In this tab you can specify the local path to the folder in which the selected messages are to be saved.
- **My Images**: In this tab you can select and open image files stored on your PC.
- **My Melodies**: In this tab you can select and open music files stored on your PC.
- **My PC**: In this tab you can select and open multimedia files stored on your PC.

It enables you to locally select the MMS or the files (containing the image, picture, sound, or melody) you want to open for editing or to attach to an MMS message.

Composer screen

The *Composer* screen, located in the lower part of the window, is used to compose your MMS messages. It enables you to obtain images or pictures to send, adjust the display time of each image, and insert customized text or a sound recorded for each image.

Buttons in the Composer toolbar

Save to PC	Opens the *Save as* window to save the modified MMS message in a folder you select.
Send to recipient	Sends the selected MMS message to a mobile phone or an e-mail address.
Zoom Time Frame In	Increases the size of the MMS display.
Zoom Time Frame Out	Reduces the size of the MMS display.
Add Text	Displays an entry zone to enter a text under an image.
Remove selection	Deletes the selected item (image, text, or sound).
Retouch an image	Displays the image retouch editor.

M MOTOROLA

Composer zones

Video insertion zone

In this zone you can insert pictures you drag and drop from the *Media Files* screen. It enables you to change the order of appearance of the items inserted and define how long each one appears.

Text insertion zone

In this zone you can enter one or more texts per image or all your images.

Sound insertion zone

In this zone you can insert one or more melodies per image or one or more melodies for all your images. For example, you can apply a different melody to each image, or assign a different audio comment that you recorded previously.

Display time bar per image/sound/text

```
         0:01.00        0:02.00        0:03.00
```

Preview screen

The *Preview* screen located in the right part of the window enables you to view MMS messages as they will appear on the screen of the mobile phone.

To preview your images, and MMS, and listen to your melodies, use the player buttons (**Play**, **Pause**, **Stop**, **Fast Forward**, and **Rewind**) of the

Preview screen:

Create an MMS

1. From the **File** menu, select **New**. The *Composer* screen is empty.

2. Do one or more of the following actions:

    • "Insert an image in an MMS"
    • "Insert a sound recording in an MMS"
    • "Insert a text in an MMS"

3. Once your MMS is finished, save it.
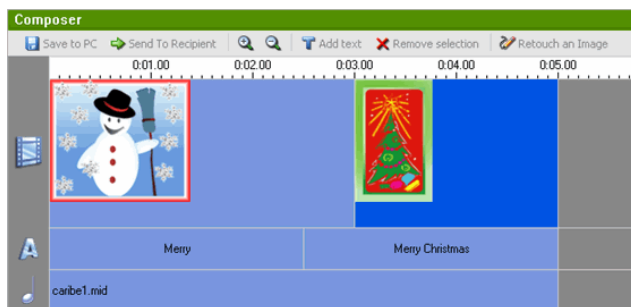
Sample MMS displayed in the composer screen

Insert an image in an MMS

1. In the "Media Files screen", click the **My Images** tab.

2. Specify the local path to the image file or picture that you want to insert and select it.
Or you can click on the **Samples** tab to select an image from the ones provided with the application.

3. Drag and drop it to the "Composer screen". The image is inserted in

the Image zone: .

Insert a sound recording in an MMS

1. In the *Media Files* screen, click the **My Melodies** tab.

2. Specify the local path to the sound file that you want to insert and select it.
Or you can click on the **Samples** tab to select a sound from the ones provided with the application.

3. Drag and drop it to the *Composer* screen.

The sound is inserted in the *Sound* zone: .

Insert a text in an MMS

1. Double-click in the *Text* zone   of the *Composer* screen.

An entry zone appears.

2. Enter the desired text in the entry zone and press the **Enter** key.
The entered text is displayed under the image.

Modify an MMS

Note
MMS enables you to modify only MMS messages that have been created within the application. It does not enable you to modify an MMS message received on your mobile phone and transferred to your PC.

1. From the *Media Files* screen, click the **My MMS** tab.

2. Specify the local path to the folder where the file is located and select it.

3. Double-click the file to open it automatically in the *Composer* screen.

4. Make the desired changes, referring to the explanations in the following topics:

- "Insert an image in an MMS"
- "Retouch an image"
- "Insert a sound recording in an MMS"
- "Insert a text in an MMS"
- "Modify the display time of an item inside an MMS"
- "Move images, texts or sounds inside an MMS"

5. In the *Preview* screen, click   to launch it and verify the result.

6. Save the changes by selecting **File > Save**.

Move images, texts or sounds inside an MMS

1. In the *Composer* screen, click and hold down the left mouse button on the frame around the image, sound, or text to be moved.

2. Drag the selection to the desired location.

Modify the display time of an item inside an MMS

1. In the *Composer* screen, move the cursor to the right edge of the image, sound, or text, until a double-headed arrow appears.

2. Click and hold down the mouse while moving the arrow to the right or to the left to enlarge or reduce the zone.
The display time on the screen of the mobile phone will match the increased or reduced time that you defined.

Retouch an image

The *Image Retouch Editor* allows you to make any necessary changes without modifying the source image via the buttons described below and via the color palette.

1. Select an image in the *Media Files*.

2. Click the **Retouch an Image** button.
The *Image retouch editor* opens, displaying the image to retouch.

3. Modify the image as you wish using the different buttons and the color palette.
Changes you make appear in the frame located in the upper right corner, showing the image as it will appear on the screen of your mobile phone.

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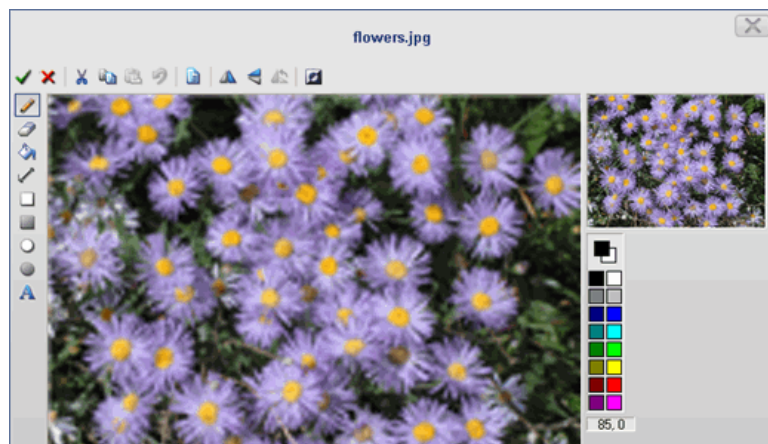
Buttons

✔ **Close and Apply changes**	Confirms changes and closes the image retouch editor.
✖ **Close**	Closes the image retouch editor without saving the changes.
✂ **Cut**	Copies the displayed image to the clipboard and deletes it from the screen.
Copy	Copies the displayed image to the clipboard.
Paste	Pastes the clipboard contents to the screen.
Undo	Cancels the last action prior to save.
Delete image	Removes the image (and all changes made) from the selection. The image is not deleted from your computer.
Mirror	Flips the image on its vertical axis.
Flip	Flips the image on its horizontal axis.
Rotate	Rotates the image 90° to the left.
Invert colors	Inverts the colors in the image.
✏ **Pencil**	To draw freehand in the color selected from the palette.

⌫ **Erase color**	To erase within the drawing. To define the background color to erase with, right click on the desired color. Click the desired color in order to specify the foreground color.
⬧ **Fill**	To replace the color of pixels by the color selected in the palette.
╱ **Line**	To draw a straight line.
☐ **Rectangle**	To create a transparent rectangular object.
▪ **Filled rectangle**	To create a rectangular object filled with the selected color.
○ **Ellipse**	To create a transparent elliptical object.
● **Filled ellipse**	To create an elliptical object filled with the selected color.
A **Text**	To insert text in an image.

View an MMS

Note
The MMS Studio enables you to view only MMS messages that have been created within the application.

1. From the *Media Files* screen, click the **My MMS** tab.

2. Specify the local path to the folder where the file is located.

3. Select the file and drag and drop it into the *Composer* screen.

4. Click once in the *Composer* screen.
The first image of the MMS is displayed in the *Preview* screen.

5. In the *Preview* screen, click ▶ to play it.

MOTOROLA

Save an MMS

1. Select the **Save to PC** option in the **File** menu.
The *Save as* screen is displayed.

2. Specify the path to the folder where you want to save the MMS and enter the name you want to assign it.

3. Click **Save**. The file is saved with the **.mpr** extension.

Send an MMS

1. From the *Media Files* screen, click the **My MMS** tab.

2. Select the MMS to be sent (it must have the **.mpr** extension).

3. Drag and drop the selected MMS to the *Composer* screen.

4. Click ➡ **Send To Recipient**.
The *MMS Setup Wizard* may be launched automatically. If so, simply follow the instructions on the screen.
The *Send MMS* window is then displayed.
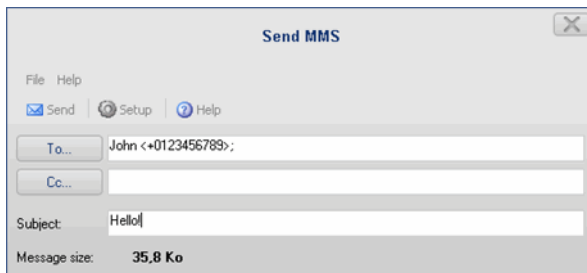
5. Enter your contact details in the To field or click the To... button in order to copy the information from the Contacts.

Note:
You can send a message to several recipients; to do so enter recipient's numbers separated by a semicolon.

6. Enter your contact details that needs to be in copy in the *Cc* field or click the **Cc...** button in order to copy the information from the Contacts.

7. Enter the **Subject** of the MMS.

8. Click the **Setup** button ⚙ if you need to modify the default informa-
    tion regarding the MMS network used.
    The *MMS Setup Wizard* is displayed. Simply follow the instructions on
    the screen.

9. Click the **Send** button and wait until a window pops up to inform you
    that the message is sent.

10. Click **OK** to close the window.
    Your message is placed with the **.mms** extension in your Inbox/Out-
    box.

Notes
*The MMS size appears in kilobytes in the **Message** section.*
(*)The availability of this function depends on the application version you have.

Internet

With the **Internet** option, you can connect to the Internet using your phone.

To perform this feature, your phone has to be connected and turned on.

Within the **Internet Connection Manager** window, you can also:

- Manage your connections (create, delete or edit your connections).
- View in real time the connection information (Operator, Network, Connection time, Data received or sent).
- View your connection logs.

Connect /disconnect

Note
*When you start up a connection for the first time and/or no connection has been configured, the program will show the **Internet connections** wizard so you can set up your connection.*
To do this, refer to the "Use Internet Connection Wizard"*.*

Connect to the Internet

To connect to the Internet, proceed as follows:

1. First, make sure that you have subscribed to a service provider and that you have a good network reception.

2. Make sure the signal strength is good enough to establish a data connection (if the signal strength is not good enough, it is displayed in red color).

3. If you have already set connections, select a connection in the drop-down box, and then click on **Connect**.
If you have not set a connection, click on **Connect**.

- If the **Internet Connection** finds an Internet data account corresponding to your current operator, the connection is created and established automatically.

- If the **Internet Connection** does not find an Internet data account corresponding to your current operator, a connection wizard is launched.

- If there is no more space to write the Internet data on your phone, you will be prompted to select an existing data account to overwrite.

4. The **Internet connection** is established automatically. *You are online*.

Notes:
If you use a Proxy server, you may need to uncheck the server settings to access this connection.
*When you click on the **Connect** button, the application creates automatically all connection types available for your phone (UMTS/GPRS). The best connection will be used as the default connection.*

Start up a connection other than the default connection

1. Click the **Manage connections** button.
The *Internet Connections* window is displayed.

2. Double-click the connection to be started.
The connection starts up.
or

1. From the scrolling list, select a connection you want to start up.

2. Click the **Connect** button.
The selected connection starts up.

End a connection

To disconnect, click on the **Disconnect** button in the *Internet Connection Manager* window.

A confirmation window opens asking you to confirm the disconnection.

Create New Connection

Use Internet Connection Wizard

To configure a connection, proceed as follows:

1. Click **Create new connection** button.
   The *Internet Connection Wizard* displays.

2. Follow the instructions of the wizard. It will guide you in creating and managing your connections.
   The connection created becomes the default connection. The icon for this connection and, if applicable, that of the fallback connection are added to the *Internet Connections* window.

3. Repeat the same steps for each connection to be created.

Note:
When you access the Connection type screen, check the Use default parameters box if you would like the wizard to use preset data for the operator you have chosen (recommended). If you uncheck this box, refer directly to one of the following headings:

- Manual entry of operator settings for a standard network

1. In the *Remote Access open session information* screen, enter **User name**, **Password** and **Telephone number** (supplied by your operator) in the appropriate entry fields and click **Next**.

2. The *IP Address Configuration* screen is displayed.

3. Select **Dynamic IP Address** (assigned automatically when the connection starts) or **Fixed IP Address** (which you enter yourself) and click **Next** .

4. The *Server Name Configuration* screen is displayed.

5. Select Dynamic/Static DNS Addresses and click **Next** to finish setting up the connection.

6. Click **Next**. The screen *End of Internet Connection Wizard* displays.

7. Click **Finish** and follow the on-screen instructions.

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- Manual entry of operator settings for a high-speed network

1. Enter operator settings manually for a GPRS and 1xRTT type high-speed network

2. Enter **User name**, **Password** and **APN address** (information requested for a GPRS connection only and provided by your operator) in the appropriate entry fields and click **Next** . The Context number setup screen for the connection is displayed if it is a GPRS connection, otherwise go directly to step No. 3.

3. Specify the appropriate **Context ID** and click **Next** . The IP Address Configuration screen is displayed.

4. Select **Dynamic IP Address** (assigned automatically when the connection starts) or **Fixed IP Address** (which you enter yourself) and click **Next**. The *Server Name* screen is displayed.

5. Select **Dynamic DNS Addresses** or **Fixed DNS Addresses** and click **Next**. The *Quality of Service Requested* window is displayed if it is a GPRS connection.

Warning!
*If the **Required Service Quality** and the **Minimum Service Quality** windows are not displayed, go directly to step 7 and ignore steps 5 and 6 below.*

6. After filling out this screen (see GPRS service operation), click **Next**. The Q*uality of Service Minimum* window is displayed.

7. After filling out this screen (see GPRS service operation), click **Next**. The wizard will ask you if you wish to create a fallback connection to a standard GSM-Data and CDMA network. This connection will be used by the program whenever the high-speed network is not available.

8. Select **Yes** (recommended) and click **Next**.

9. Enter the name you wish to assign to this connection in the Fallback connection ID screen.

10. Check the **Use default parameters** box in the Fallback connection identification screen (recommended) if you would like the wizard to use preset data for the operator you have chosen.

If you do not check this box, refer directly to the "- Manual entry of operator settings for a standard network".

11. Follow the on-screen instructins to finish setting up this connection.

Once you have created a connection, the *Internet Connection* wizard closes. You can set up your connection in the *Internet Connections* window.

For example, you can select another icon for your connection:

1. Right-click the icon of the connection to which you wish to modify and select the Select Icon... option in the popup menu that is displayed.
The *Select Icon* window opens.

2. Select one of the icons shown in the *Icon* section or click the **Browse...** button to specify the path to the file of an icon saved in your computer.

3. Click **OK**. The icon selected is immediately replaced by the new one.

Manage Connections

Change a connection

1. Click the **Manage connections** button.
The *Internet connections* window is displayed.

2. Right-click the icon of the connection to be changed and select the **Properties** option in the popup menu that is displayed.
The **Properties** window opens.

3. Make the desired changes in the various tabs. Certain tabs will be visible and others not, depending on the connection being changed (high-speed or standard connection).
Refer to the "Create New Connection" heading for further details.

4. Click **OK**. The window closes.

MOTOROLA

Set a default connection

The first time you click on the **Connect** button in the *Internet Connection* window, the application automatically creates one or two Internet Connection(s).

The connections are named using the Operator and the network/subscription (eg.: SFR UMTS ; SFR GPRS).

Note:
If the Fallback Connection parameter is enabled, then two Internet Connections are created by the application.

When clicking on the **Connect** button, the default Internet Connection is always used. The default Internet Connection is always the Internet Connection using the best network available by the phone. Its icon will contain the ⬤ mark.

Change the default Internet Connection

If you configure more than one connection, you can change the default connection as follows:

1. Click the **Manage connections** button.
   The *Internet Connections* window is displayed.

2. Right-click the icon of the connection to be specified as the default and select the **Set as default connection** option in the popup menu that is displayed.

   The default ⬤ mark is added to the connection icon selected.

Delete a connection

1. Click the **Manage connections** button.
   The *Internet connections* window is displayed.

2. Select the icon of the connection to be deleted.

3. Click the **Del** key on your keyboard. A confirmation window opens.

4. Click **Yes**.
The icon for the deleted connection will disappear off *Internet Connections* window.

Note
If you delete the connection marked as the default, the program will transfer the default attribute to the next or remaining connection.

Rename a connection

1. Click the **Manage connections** button.
The *Internet Connections* window is displayed.

2. Right-click the icon of the connection to be renamed and select the **Rename** option in the popup menu that is displayed.

3. Enter the name you want to assign to this connection in the entry field shown selected.

4. Click **Enter** on your keyboard.

Launch Internet Browser automatically

You can request the program to start your Internet browser for each connection each time you start a connection.

1. Click the **Manage connections** button.
The *Internet connections* window is displayed.

2. Right-click the icon of the connection for which you wish the program to start the Internet browser and select the **Launch Internet Browser automatically** option in the popup menu that is displayed.
A check mark will appear next to the option.

3. Repeat these steps for each connection with which you wish the program to launch the Internet browser.

Check Connections

Check Connections Log

The connection log enables you to check your call charges. It lists details of all connections which have taken place.

For each one, it gives you the name of the connection, the service provider, date and time, duration, the number of bytes sent or received, total, and status.

Access the Connections log

1. Click the **Manage connections** button.
   The *Internet Connections* window is displayed.
2. In the menu bar select **File > Connections log**.
   The *Connections log* window is displayed.

Display entries by date

In the *Connections log* window, select one of the following options from the **Period** scrolling list:

- **<No filter>**, to display all connections made,
- **Current month**,
- **Previous month**,
- **From… to…**, to display a specific period in the *Time Span* window.

Display entries by connection

In the *Connections log* window, select the **<No filter>** option from the **Connection** scrolling list in order to display all entries made for all connections, otherwise select the connection for which you wish to view the entries.

Save Connections log

You can save either all connections on your computer or those you have previously selected.

The program saves them in Excel (.CSV) or text (.TXT) format depending on your choice, which will enable you, for example, to place a value on units consumed in your subscription(s).

1. If you do not wish to save all listed connections, select the connections to be saved from the *Connections log* window.

2. Click the 💾 **Export** button.
The *Save as* window opens.

3. Specify the path to the location where you want to store the file and enter a **File name**.

4. Select the format **Type** (.CSV or .TXT).

5. Select **Selected records** or **All records** in the **Selection** section.

6. To export the column headers of the log as well, leave the **Column header** box checked.

7. Click **Save**.

Delete a listed connection

1. Select the connection(s) to be deleted from the *Connections log* window.

2. Click the ✗ **Delete** button.

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View Connection status

To view the status of the current connection, do one of the following procedure:

1. Click the **Manage connections** button.
    The *Internet connections* window is displayed.

2. Select the current connection

3. In the menu bar, select **File > Status**.
    The current connection window is displayed. This windows shows in real time the connection duration and number of bytes sent and received.

4. Click **Close** to exit this window. Or double click the **Connection status** icon located in the taskbar.

The *Connection status* window is displayed.

Chapter 5: Transfer Files

Transfer Files allows you to move your files (images, melodies, and videos) from your computer to your mobile phone and vice versa. The user-friendly double-pane view, made up of *My Computer* and *Mobile phone*, lets you quickly and easily maneuver your files from one folder to another. Here are the four applications under **Transfer Files**:

- **Pictures** allows you to transfer image files to and from your mobile to your PC.

- **Audio files** allows you to transfer sound files to and from your mobile to your PC. With an MTP-enabled mobile phone, you will be able to select from two different interfaces under *My Computer*:

- **Manage Playlists** (where you can view, manage and transfer play-list stored in Windows Media Player)

- **Manage Songs** (where you can view and transfer audio files stored in Windows Media Player.)

- **Video files** allows you to transfer video files to and from your mobile to your PC.

- **All files** allows you to transfer all types of files (picture, sound, and videos) to and from your mobile to your PC.

Buttons

 Copies the selected file to the mobile phone.

 Copies the selected file to the computer.

 Help: Displays this help file.

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Transferring a file from your PC to your mobile phone

1. Make sure your mobile phone is correctly switched on and connected to the computer.

2. Under *Mobile phone* view, select the directory where you want to save the file.

3. From *My Computer* view, select from the drop-down menu the local path of the file to be transferred.

Note
*You can transfer several files at once by selecting them while pressing the **Ctrl** key.*

4. Do one of the following :

    • Drag and drop the selected file from the My Computer view to the Mobile phone view.
    • Click the ⬛ button located in between the two zones.

The file is copied to the mobile phone folder.

Transferring a file from your mobile phone to your PC

1. Make sure your mobile phone is correctly switched on and connected to the computer.

2. Under My Computer view, select from the drop-down menu the directory where you want the file to be saved.

3. From Mobile phone view, select the file to be transferred.

Note
*You can transfer several files at once by clicking them while pressing the **Ctrl** key.*

4. Do one of the following :

    • Drag and drop the selected file from the Mobile phone view to the My Computer view.
    • Click the ⬛ button located in between the two zones.

The file is copied to the computer folder.

Chapter 6: Customize

Warning!
The availability and display of the Editors and the functions depend on the application version you are using. They also depend on the configuration of your PC, the capabilities of your mobile phone, and your subscription with your telephone operator.

The **Customize** editors enables you to simply and efficiently manage all the multimedia functions of your mobile phone on your PC. Thus you can edit melodies using **Melody Editor** or pictures using **Image Editor**, and transfer them on your mobile phone. You can also compose videos with sound and titles and transfer them to your mobile device using the **Video Editor**.

Access the Customize editors

In the left panel, click the editor you want to display, in the **Customize** option list. The *Editor* is displayed in the main window.

Description

Each *Editor* view is divided into 3 parts. The view that is displayed, as well as the corresponding menus and buttons, vary according to the selected editor.

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The explorer screen

This screen located in the central part of the application displays your local explorer, giving you fast, direct access for locating and selecting the file (containing the image, picture, sound, video or melody) that you want to use. This screen is identical in all editors: *Melody*, *Image* and *Video*. It enables you to locally select the file you want to open for editing.

Note
*The explorer screen is called **Images files** in the **Image Editor,** **Melody files** in the **Melody Editor,** **Media files** in the **Video Editor**.*

The editor screen

The editor screen located at the bottom of the application allows you to edit and customize the currently displayed item.

The editor screen varies according to the selected *Editor*.

Note
*The editor screen is called **Selection** in the **Image** and **Melody Editors**. It is called **Composer** in the **Video Editor**.*

The preview screen

Changes made to an item can be displayed, played, and/or viewed in the preview screen located in the right part of the application main screen.

This screen varies according to the selected *Editor*.

Image Editor

Image Editor enables you to select an image stored on your computer's hard disk in order to add a suitable copy of the image to the image library of your mobile phone, and to use it as a screen background.

Note
According to your mobile phone's capacity, images may be attached to an MMS.

Description of the Image Editor

Buttons

💾 **Save to PC**	Opens the Save as window to save the displayed image in a folder you select.
➡ **Transfer to phone**	Copies the displayed image to the mobile phone.
⊙ **Screen capture**	Launches the Screen capture tool. (See "Perform a screen capture" on page 116)
❓ **Help**	Displays this help.

Specific options in the Edit menu

Crop	Enables the cropping zone and disables the Tools > Retouch button.
🔲 **Actual Size**	Displays the image in its original size: the image is adapted to fit the size of your phone screen, while keeping its original proportions (it is centered and adjusted automatically).
🔲 **Adjust**	Adapts the image to the telephone screen while maintaining the original image proportions (proportional scaling).

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Center	Centers the image on the telephone screen.
Background color	Lets you choose from the palette or create a customized background color used to fill empty spaces when the selected image does not fill the entire telephone screen.

Preview screen

The *Preview* screen (located to the right of the window) gives you a preview of the selected image as it will appear on the screen of your mobile phone.

Explorer screen

The *Image Files* screen enables you to select files stored on your computer in order to view, edit, and/or copy them to your mobile phone.

Clicking a file in the explorer allows you to display it in the *Preview* screen and in the *Selection* screen.

Selection screen

The *Selection* screen enables you to edit, crop, and retouch an image.

Selection screen

The *Selection* is located in the lower part of the window. It enables you to "Edit an image" on page 112, "Crop an image" on page 113, and "Retouch an image" on page 114.

The selected (and potentially modified) image is displayed in the *Preview* screen as it will appear on the screen of your mobile phone.

MOTOROLA
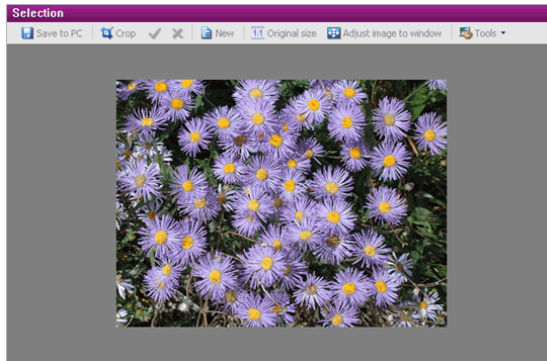
Buttons

💾 **Save to PC**	Opens the *Save as* window to save the modified image in a folder you select.
➡️ **Transfer to phone**	Transfer the modified image to your mobile phone image folder.
✂️ **Crop**	Enables the cropping zone and disables the **Tools > Retouch** button.
✔️ **Accept the crop**	Confirms the cropping zone and enables the **Tools > Retouch** button.
✖️ **Cancel the crop**	Cancels the cropping zone and enables the **Tools > Retouch** button.
📄 **New**	Opens a blank new image to be modified in the *Selection* screen.
1:1 **Original Size**	Returns to the original size of the image after a zoom.
⬚ *Adjust image to window*	Matches the image to the size of the *Selection* screen.
🔧 **Tools**	Opens the **Tools** menu for applying special effects to images.

Tools menu

✏️ **Retouch**	Displays the retouch toolbar.
🔍 **Zoom out**	Reduces the size of an image.
🔍 Zoom in	Increases the size of the image up to 800%.

Brightness and Contrast	Displays the *Brightness and contrast* window to adjust the brightness and contract of the selected image.
Image	Opens a sub-menu for applying rotation effects to the selected image.

Tools > Image menu

Rotate to left	Rotates the image 90° to the left.
Rotate to right	Rotates the image 90° to the right.
Flip	Flips the image on its horizontal axis.
Mirror	Flips the image on its vertical axis.

Manage Image Editor

Preview screen

The image appearing in the *Preview* screen shows the image as it will appear on the screen of your mobile phone.

When clicking on the **Save to PC** button, the *Preview* image is saved as shown in the *Preview* screen, i.e. with the mobile phone screen dimensions.

Edit an image

1. Select an image in the *Image Files* screen.
The image is displayed in the "Selection screen" on page 109.

2. Make the modifications you wish, you can :

- "Crop an image" on page 113
- "Retouch an image" on page 114

Warning!
Before clicking on another image in the explorer, if you want to keep the changes you made to the displayed image, make sure you save them first.

Crop an image

Display the cropping zone

Click the [icon] **Crop** button.

The image cropping zone is displayed at the center of the selected image.

It is represented by moving dotted lines that form a frame [icon]. You can move it and modify it as follows.
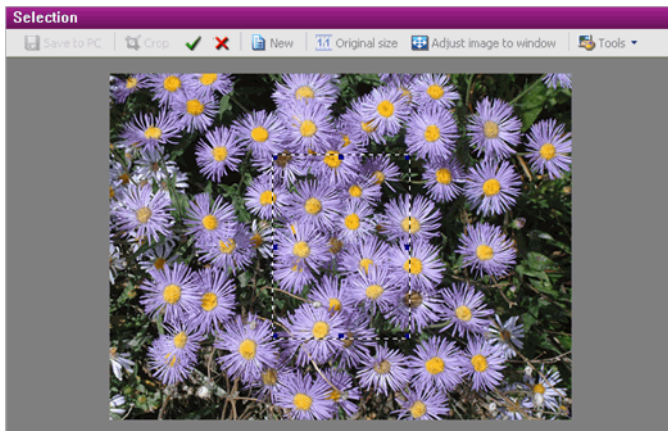
Move the cropping zone

Click and hold the mouse button to drag the zone within the image.

Proportional image cropping

1. Hold the **Shift** key down and position the cursor on one of the edges of the frame that makes up the cropping zone to reveal a double-headed arrow.
2. Click and hold this arrow while dragging it to increase or reduce the size of the frame.

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Resize the cropping zone with the keyboard

Click once in the zone then press and hold down either the **Ctrl** or **Shift** key while pressing one of the arrow keys.

Resize the cropping zone with the cursor

1. Move the cursor to the borders of the cropping zone. An arrow appears.

2. Click and hold this arrow while dragging it to increase or reduce the size of the frame.

You can monitor the image in the *Preview* screen simultaneously as it will appear on the mobile phone. The image will be matched to the mobile phone screen while retaining its original proportions.

Retouch an image

The *Image Editor* allows you to make any necessary changes without modifying the source image.

1. Select an image in the *Image Files*.

2. Click the **Tools** button, then select the **Retouch** button. The retouch toolbar and the color palette are displayed in the *Selection* screen.

3. Modify the image as you wish.
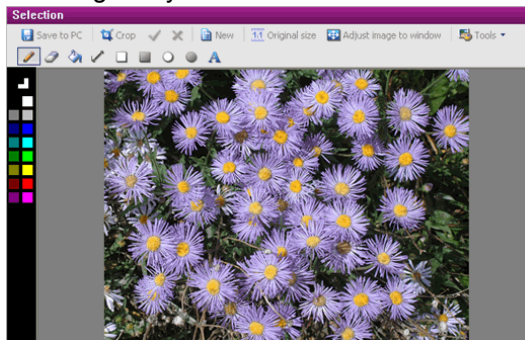
Buttons on the retouch toolbar

Pencil	To draw freehand in the color selected from the palette.
Erase color	To erase within the drawing. To define the background color to erase with, right click on the desired color. Click the desired color in order to specify the foreground color.
Fill	To replace the color of pixels by the color selected in the palette.
Line	To draw a straight line.
Rectangle	To create a transparent rectangular object.
Filled rectangle	To create a rectangular object filled with the selected color.
Ellipse	To create a transparent elliptical object.
Filled ellipse	To create an elliptical object filled with the selected color.
Text	To insert text in an image.

Perform a screen capture

The *Screen Capture* tool allows you to capture the contents of your computer screen as an image file in the *Image Editor*.

1. Display the image you want to capture on the screen then return to the *Image Editor*.

2. In the toolbar, click the ⊙ **Screen Capture** button. The application closes temporarily and the tool appears on your computer screen. By default, the size of the tool equals the size of the screen of the connected mobile phone.

3. Use the up and down arrows to increase or decrease the size of the area you want to capture.

4. Using the mouse, select the tool and drag it to the part of the screen you want to capture.

5. Click . The tool closes and the screen reappears. The captured image is inserted in the *Selection* screen.

6. Use the *Image Editor* tools to edit, save, and transfer the image, as described in this help.

Melody Editor

Melody Editor enables you to recover your favorite musical extracts in hi-fi or polyphonic format and use them as ring tones on your mobile phone.

Important!
Some file formats may not be accessible, depending on your phone's capacities.

Description of the Melody Editor

Buttons

Save to PC	Opens the *Save as* window to save the selected extract to the PC.
Save selection as ...	Saves the extract selected in the *Selection* screen to the PC.
Transfer to phone	Transfers the selected extract to your mobile phone.
Help	Displays this help.

Preview screen

The Preview screen (on the right side of the window) provides information about the file selected in the *Melody Files* explorer and displayed in the *Selection* editing screen.

Explorer screen

The Melody Files screen enables you to select sound files stored on your computer in order to play and copy them to your mobile phone.

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Clicking a file displays the corresponding information in the *Preview* screen and open a corresponding score in the *Selection* screen. The contents of that screen vary according to the type of file that is open (hi-fi or polyphonic).

Selection screen

The Selection screen (located in the lower part of the window) enables you to select a musical extract, apply effects on it, mix two musical extracts together and transfer the selected extract to your mobile phone.

Important!
The menus and buttons displayed on the Selection screen vary according to the for-mat of the sound file opened.

Selection screen

The *Selection* screen is located in the lower part of the window. It enables you to select a musical extract from a sound file, apply effects on it, mix two musical sound files together and transfer the selected extract to your mobile phone.

What is displayed in the *Selection* screen depends on the format of the selected extract:

Selection screen with a hi-fi sound file selected
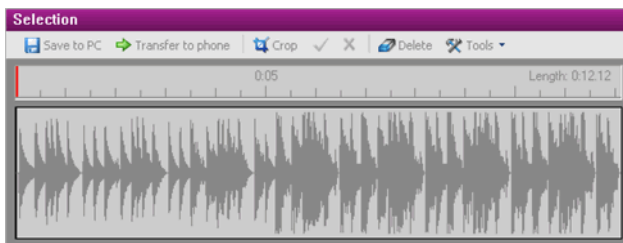
Selection screen with a polyphonic sound file selected
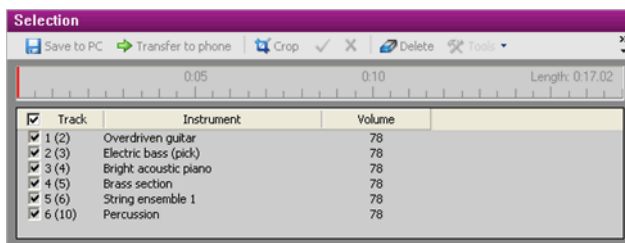
Buttons

💾 **Save to PC**	Saves the extract displayed in the *Selection* screen to the PC.
➡️ **Transfer to phone**	Transfers the extract selected in the *Selection* screen to the mobile phone.
🔲 **Crop**	Enables the cropping zone with its associated buttons : **OK** and **Cancel**, and disables the toolbar buttons.
✔️ **Accept crop**	Confirms the cropping zone and enables the toolbar buttons.
✖️ **Cancel crop**	Cancels the cropping and enables the toolbar buttons.
🗑️ **Delete**	Deletes the selected extract from the *Selection* screen (the sound file has not been changed).
✂️ **Tools**	Opens the **Tools** menu for applying special effects to sounds and make a voice record.
Run speed	Displayed when a file in .mid format is selected in the browser. The bar enables the tempo to be adjusted by sliding the cursor to the left to slow it down or to the right to speed it up.

MOTOROLA

Initial Tempo	Displayed when a file in .mid format is selected in the browser. It enables to return to the original tempo if it has been changed previously using the cursor above.

Buttons in the Tools menu

Fade in/out	Displayed when a hi-fi file is selected in the explorer. This button displays the *Envelope* window in which a cursor enables you to specify the fade in and fade out effects at the beginning and end of the extract. To do this, place the cursor on the ruler at the point where a double-headed arrow appears. Click and hold this arrow and drag it to the left or to the right to increase or decrease the effect.
Voice record	Displays the *Record* window to enable you to make a voice recording.
Mix	Displayed when a hi-fi file is selected in the explorer. This button displays the mixing tool bar and two channels in the *Selection* screen. It enables you to mix two sound files.

Note:
File in Midi format: This is a standard protocol for converting musical data between instruments and computers.

Ruler

The entire strip (the ruler) represents the duration of the selected sound file. A selected extract is located inbetween the two selection cursors.

Melody Files screen

The *Melody Files* screen (located in the center of the window) enables you to select melody files stored on your computer in order to play and/or copy them to your mobile phone.

It contains the following tabs:

- **Samples**: This tab includes a set of sounds supplied by the application (other sound files cannot be added).
- **My Music**: In this tab you can specify the local path to the folder in which the selected extracts are to be saved.
- **My PC**: In this tab you can select and open music files stored on your PC.
- **My CD**: In this tab you can select and open music files stored on the CD in your CD-ROM drive.
- **My Phone**: In this tab you can select and open music files stored on your mobile phone.

When you click a file, information about it is displayed in the *Preview* screen, and the corresponding score is displayed in the *Selection* screen.

Preview screen

The *Preview* screen, located on the right side of the main window, displays information concerning the selected sound file.

MOTOROLA

The type of information displayed depends on the format of the selected sound file.

The *Preview* screen enables you to listen to the selected extract with the player buttons:

Play	Plays the selected sound file
Pause	Interrupts playing the selected sound file
Stop	Stops playing the selected sound file

Open a sound file

Open a .cda file

1. Click the *My CD* tab and specify the path to the CD drive where the file is located.

2. Double-click the track you want to open.
The file is converted in a legible format and is displayed in the *Selection* screen.

Open a polyphonic sound file

1. In the *Melody Files* browser, specify the path to the folder containing your polyphonic sound files .

Note:
*Polyphonic format: The following polyphonic formats are supported: **.mid**, **.midi**.*
A sound file in polyphonic format with the .mid extension may be single-channel or multi-channel.

2. Select the desired sound file.
It opens in the *Selection* screen and its information is displayed in the *Preview* screen.

The program converts the file and displays a list of instruments in the *Selection* screen (at the bottom of the screen), as follows:
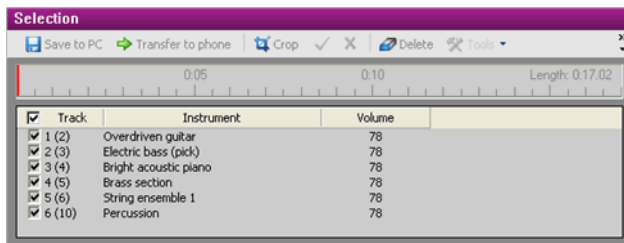
Note
If no extract was selected, then the entire opened sound file is considered to be selected.

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Open a hi-fi sound file

1. In the *Melody Files* browser, specify the path to the folder containing your hi-fi* sound files.

Note:
Hi-fi format: The hi-fi formats supported are **.wav, **.mp3**, **.amr**, .mp4 and .m4a.*

2. Select the desired sound file.
It opens in the *Selection* screen and its information is displayed in the *Preview* screen.

The program converts the file and displays the signal corresponding to the musical notes in the *Selection* screen (at the bottom of the screen), as follows:
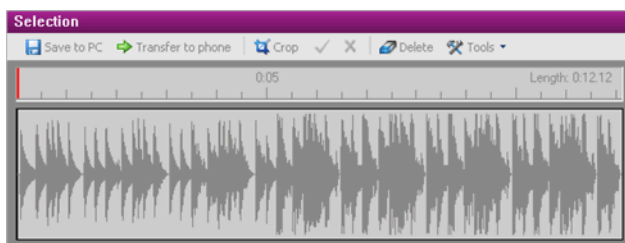
Note
If no extract was selected, then the entire opened sound file is considered to be selected.

MOTOROLA

Select and play an extract

Select a musical extract

1. <u>Open a sound file</u>.

2. Click the Crop button.

The cropping zone is located between the Selection start and

the Selection stop cursors in the ruler.

3. Place the mouse cursor on the Selection cursor you want to modify until a double-headed arrow appears.

4. Click and hold down the mouse button, then drag to the right or to the left the *Selection* cursor.
The new selection appears in dark in the *Selection* screen.

5. Click the Accept the crop button to confirm the cropping zone.
The selected extract is entirely displayed in the *Selection* screen.

Notes
•You can also change the cropping zone by clicking and holding down the mouse button inside the Selection screen, then drag it to the right or to the left. The selection area appears in dark.
•Simply click inside the Selection screen to cancel the selection. If no part was selected, then the entire sound file is considered to be selected.

Listen to the selected musical extract

Depending on what you wish to do with the selected extract, use the

Play, Pause and Stop buttons in the *Preview* screen.

Note
Make sure you have turned on your computer's speakers and adjusted the volume.

MOTOROLA

Start the listening from a selected point

1. Click wherever you want in the ruler.
   The red line indicates where to start the listening

2. Click the ▶ **Play** button in the *Preview* screen to listen to the sound
   file from this point.

Make a voice recording

1. In the toolbar of the *Selection* screen, click 🛠 **Tools** > 🖼 **Voice
   Record**.
   The *Record* dialog box is displayed.

2. Select the device you wish to use from those detected in the **Device**
   drop-down menu.

3. Select the type of line on which you wish to make the recording from
   the **Line** drop-down menu.

4. Set the recording volume using the cursor located in the right hand
   section of the dialog box.

5. Click the **Start** button.
   The recording begins and its lengths is displayed.

6. Click the **Finish** button to stop the recording.
   The *Record* dialog box closes and the record appears in the *Selection* screen.

Mix two sound files

You can create a new sound extract by mixing two audio files.

Note:
Only mp3, wav, amr and adp audio files can be mixed.

1. Select a hi-fi sound file in the *Melody Files*.

2. In the toolbar of the *Selection* screen, click **Tools** > **Mix**.
   The Mix screen is displayed. The selected sound file is displayed with a second empty track.

3. Select a second hi-fi sound file in the *Melody Files* and drag and drop it in the empty *Track 2*.

4. Use the **Move left** and **Move right** buttons to adjust the positions of the two tracks.

   The **Cancel move** button enables you to cancel any previous move and restore the orignal track positions.

5. Use the **Balance** button to adjust the sound level between the two tracks.

6. Use the player buttons in the *Preview* screen to listen to your mix.

7. Click one of the following:

8. **Validate** to confirm the mix.
   The audio mix is displayed in the *Selection* screen.

9. **Cancel** to get back to the *Selection* screen that displays the first track selected.

Save an extract

You can save the selected extracts to your computer in order to use them later as mobile phone ring tones or attach them to your MMS messages or your videos.

Save a melody on the computer

1. Open a sound file and select the extract to be saved.

2. From the **File** menu, select the **Save to PC** option.
    The *Save as* window is displayed.

3. Specify the local path and enter a name in the **File name** field.

4. Select the desired file format from the **Type** scrolling list.

5. Click **Save**.

Repeat these steps for each musical extract you want to save.

Save a melody on the mobile phone

1. Open a sound file and select the extract to be saved.

2. Click the ➡ **Transfer to phone button**.
    The selected extract is transferred to your mobile phone sound folder.

Video Editor

Video Editor makes it easy to create and edit videos for mobile phones. Its ergonomic interface helps you quickly insert pictures, text and/or music extracts into your videos. You can then combine them into a single video to be transferred from your PC to your mobile phone and/or saved to your hard disk.

Description of the Video Editor

Buttons

Save As... 	Opens the Save as window to save the modified video in a folder you select.
Transfer to your phone: 	Transfers the modified video to your mobile phone.
Help 	Displays this help.

Preview screen

The *Preview* screen (located to the right of the window) gives you a preview of the selected video as it will appear on the screen of your mobile phone.

Explorer screen

The *Media Files* screen enables you to select files stored on your computer in order to view, edit, and/or copy them to your mobile phone.

Clicking a file in the explorer allows you to display it in the *Preview* screen and in the *Selection* screen.

Composer screen

The *Composer* screen enables you to create video files.

Media Files screen

The *Media Files* screen, located in the center of the main window, displays the local explorer.

This explorer enables you to locally select a video or file (containing the image, text, music or voice extract) and edit or attach it to the video.

Tabs displayed will vary according to the display mode selected in the *Composer* screen.

The following tabs are displayed in the *Storyboard* view and in the *Edit* view: **Samples**, **My Videos**, **My Images**, **My PC**.

Two additional tabs are displayed in the *Edit* View: **My Sounds**, **My Titles**.

Note
To change the display, select the **View** > **Storyboard** *or* **View** > **Edit View** *menu option.*

Composer screen

The *Composer* screen, located in the bottom section of the main screen, is used to create the final video. It enables you to switch videos (images or photos), to specify their duration, and to attach customized text or sound recordings to a single video or all of them.

The *Composer* screen have two different views: the *Edit View* to compose your video and the *Storyboard View* that displays the different sequences of your video. In the *Storyboard View*, you can only delete existing sequences, inverse their position within the video or insert new sequences.

Buttons in the Composer toolbar

💾 **Save As...**	Opens the *Save as* window to save the modified video in a folder you select.
🖌 **Delete All**	Deletes all the content of the *Composer* screen (image or video, as well as associated sounds and text).
⊞ **Edit View ***	Switches to *Edit View*.
▬ **Storyboard View ****	Switches to *Storyboard View*.
◪ **Crop ****	Enables the cropping zone and the **Validate Selection** and **Cancel Selection** buttons.
✔ **Validate Selection ****	Confirms the cropping zone that is then the only selection displayed in the **Composer** screen.
✗ **Cancel Selection ****	Cancels the cropping zone and returns to the previous selection.
🔍 **Zoom In ****	Increases the size of the overall display
🔍 **Zoom Out ****	Reduces the size of the overall display
🛠 **Tools ****	Displays the **Tools** menu.

* only in Storyboard view

** only in Edit view

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Specific buttons in the *Tools* menu (only in Edit view)

| T	**Add Text**	Displays the Title Management window
	Add Voice	Saves a voice extract for the selected video or for all videos
	Audio Balance	Displays the Audio Balance window

Composer zones

Storyboard View

Videos are displayed as follows:
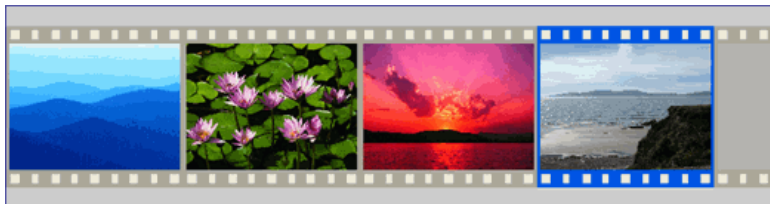
The *Storyboard* zone enables you to insert pictures and/or videos you drag and drop from the *Media Files* screen. You can change the order of appearance of the items inserted in order to make up your final video.

Edit View

Videos are displayed as follows:
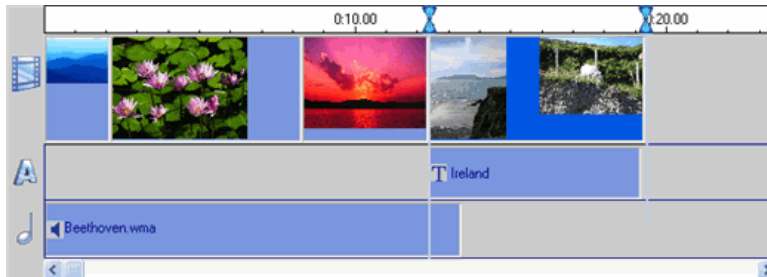
Note
The two images displayed in the selection correspond to the first image (left) and the last image (right) of the selected video.

A time bar indicates the duration of videos, sound extracts and text by means of the trim points that delimit them. The playing time of any item can be reduced or increased using the trim points.

Video insertion zone

In this zone you can insert pictures and/or videos you drag and drop from the *Media Files* screen. It enables you to change the order of appearance of the items inserted in order to make up your final video.

Text insertion zone

In this zone you can attach one or more texts to a video, or one or more texts to all the videos.

Sound insertion zone

In this zone you can attach one or more melodies to a video, or one or more melodies to all the videos. You can also apply your own sound recordings.

Preview screen

The *Preview* screen, located on the right side of the main window, displays the selected item as it will appear on the mobile phone screen.

The *Preview* screen enables you:

- to view your video with the player buttons (**Play**, **Pause**, **Stop**, **Fast Forward**, and **Rewind**):

- to adjust brightness and contrast with the scrollbars at the top (this does not affect the video, the image or the original video)

- to display the full screen mode with the button. (The **Esc** key on the keyboard enables you to return subsequently to the previous screen).

Manage Videos

Create a video

The creation of a video takes place in the of the *Video Editor*. You combine multimedia items the way you want, mixing images, sounds, texts and existing videos together to end up with the final video.

Video Editor enables you to:

At any time of the creation of a video, you can preview it in the .

Import multimedia files (videos, sounds, images, text)

1. In *Edit View* mode, click the desired tab in the *Media Files* screen:

    - the **Samples** tab to import a video from those installed with the application.
    - the **My Videos** or **My images** tab to import a video, an image, or a photo.
    - the **My Sounds** tab to import an audio file.
    - the **My Titles** tab to import a text file.
    - the **My PC** tab to browse your PC to import a multimedia file.

MOTOROLA

2. Specify the local path to the folder containing the video (image, photo, sound or text) you wish to import and select it.
The item associated with the selected file will be displayed in the *Preview* screen.

Note:
Supported multimedia files are:

- sound files must be in .wav, .amr or .mp3 format
- title files must be in .tit format
- image files must be in .tif, .png, .pcx, .jpg, .gif or .bmp format
- video files must be in .3GP, .3G2, .mp4, .wmv,. mpg, .avi, .mov or .rm format

3. Drag and drop the selected file to the *Composer* screen to display it.

Repeat the same steps for each file that contains the video, text or sound you wish to insert in the *Composer* screen.

Note
You can modify a sound file or a text file using the trim points: ⧗ *to the left or to the right, to shorten or lengthen the duration, and apply it to one or more videos or images.*

Insert a title

1. In *Edit View* mode, select the video or the image you want to apply a text to.

2. From the toolbar, select ✕ **Tools** > **T** **Add Text**.
The *Title Management* window is displayed.

3. Type or modify your text in the entry field:
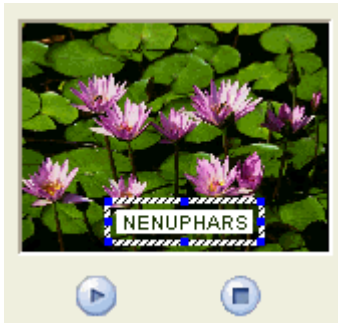
4. Change the formatting options in the *Format* zone as you wish using :

- **Font** and **Size** drop-down lists
- Bold (**B**), Italic (**I**) and Underline (**U**) buttons
- **Text color** and **Background color** tables

5. You can add a fade-out/fade-in effect between videos using the **Fade out** and **Fade in** bars in the *Effect* zone.

6. Use the ▶ **Play** and ■ **Stop** buttons to view the result.

7. You can move and resize the entry field within the image frame.

8. Click on one of the following:

- **OK.**
  The window is closed and the text is displayed in the *Preview* screen. It is not saved in the PC.

- **Save**.
  The *Save as* windows opens to enable you to save it to your PC as a text file in .tit format. Enter a file name and click Save.
  The window is closed and the text is displayed in the *Preview* screen.

Follow the same procedure for each title or written comment you want to add.

Note
You can modify a text file using the trim points: ⧗ *to the left or to the right, to shorten or lengthen the duration, and apply it to one or more videos or images.*

Modify a title

1. In *Edit View* mode, double-click the text you want to modify.
    The *Title Management* window is displayed.

2. Make the required modifications, as described in Insert text.

3. Once the modifications done click on one of the following:

    •   **OK**
        The window is closed and the modified text is displayed in the *Preview* screen. It is not saved in the PC.

    •   **Save**
        The *Save as* windows opens to enable you to save it to your PC as a text file in .tit format. Enter a file name and click **Save**.
        The window is closed and the modified text is displayed in the *Preview* screen.

    •   **Cancel**
        A cancel confirmation window is displayed. Click **No** to cancel your modifications.
        The window is closed and the text has not been modified.

Add a sound recording

1. In *Edit View* mode, click the ✖ **Tools** button then select 🗨 **Add Voice**.
    The *Recorder* window is displayed.

2. Select the device you wish to use from those detected in the **Device** drop-down menu.

3. Select the type of line on which you wish to make the recording from the **Line** drop-down menu.

4. Set the recording volume using the cursor located in the right hand section of the dialog box.

5. Click the **Record** button.
    The recording starts and a counter shows the time elapsed.

6. When you have finished, click **Stop**. Then click one of the following:

    a. **OK**. The window is closed and the recording is inserted but not saved to the PC.

b. Save. A new window is displayed to save the recording as an audio file in **.wav** format on the PC.
Enter a file name for the audio file and click **Save**.
The recording is inserted at the previously selected located, or attached to the previously selected video or image.

c. **Cancel**. The *Recorder* window closes. The recording has been deleted.

Follow the same procedure for each record you want to insert.

Note
You can modify a sound file using the trim points: ⟨icon⟩ *to the left or to the right, to shorten or lengthen the duration, and apply it to one or more videos or images.*

Adjust the audio balance

When the video displayed in the *Composer* contains a sound track, you can define its level and the level of the recording you made or imported.

1. In *Edit View* mode, click the ✕ **Tools** button then select ⊞ **Audio Balance**.
The *Audio Balance* window is displayed.

2. Move the cursor ⬇ to the left *Video* (the original video sound) or to the right *Audio* (the recording you made) depending on the desired sound level.

Note
To cut the original sound of the clip, move the **Audio track** *cursor to the right.*

3. Click **OK**.
The *Audio Balance* window is closed.

4. Watch the video in the *Preview* screen to check your adjustment.

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Change the display time of an item

Note:
When several items are displayed one after another, if you want to move forward the display start time of an item, you first need to change the display end time of the item located before.

Change the display time of a sound or a title

1. In *Edit View* mode, select the item you want to modify in the insertion zone.

2. Click and hold one of the trim points ⧗ (when a double-headed arrow appears).

3. Drag it backwards or forwards to shorten or lengthen the playing time of the selected item.

Change the display time of a video or an image

1. In *Edit View* mode, select the item you want to modify in the insertion zone.

2. Click and hold one of the trim points ⧗ (when a double-headed arrow appears).

3. To lengthen the playing time of the selected item, drag it forwards.

4. To shorten the playing time of the selected item, drag it backwards,

    then click the ✔ **Validate Selection** button.

Reorder items

1. In *Edit View* mode, select the item you want to move in its insertion zone.

2. Drag and drop it to the desired location.

Split a video

1. In *Edit View* mode, select the video (or the image) you want to split.

2. In the ruler, click at the point where you want to split the video.
A white line appears dividing the video into two parts.

3. From the **Clip** menu, select the **Split** option.
The video is splited into two clips.

Combine videos and/or images

1. In *Storyboard View* or *Edit View* mode, make sure that the videos (or images) you want to combine are displayed in the desired order.

2. Select the videos and/or images you want to combine by holding down the **Ctrl** key on the keyboard while you click on them.

3. From the **Clip** menu, select the **Combine** option.
The selected videos and/or images are combined so as to create only one video.

Save a video

Once your video finished, you can save it to your computer.

1. In the *Composer* toolbar, click the 💾 **Save As...** button.
The *Save As...* window is displayed.

2. Select the folder where you want to store your video.

3. Enter a file name for the video.

4. Select a file type. The default file type depends on the connected phone, it corresponds to the best format adapted to your phone.

5. Click the **Save** button.
The video is created and saved in the folder you selected previously. You can access it via the *Media Files* screen in the **My Videos** tab.

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Transfer a video

You can send your video to your mobile phone at any time.

1. Ensure your mobile phone is switched on and connected to the PC using a Bluetooth, infrared or cable link.

2. From the **File** menu, select the **Transfer to your phone** option or click

    Transfer to your phone from the toolbar.
   The selected video is transferred.